

Formal leave request for attending a family function

Subject: Request for Leave to Attend Family Function

Dear [Manager/Principal],

I am writing to formally request leave from [start date] to [end date] in order to attend an important family function. This occasion is significant to my family, and my presence is required to participate in the arrangements and the event itself.

I assure you that I will complete all pending tasks before my departure and make the necessary arrangements to ensure there is no disruption during my absence. I will also remain available over phone or email for any urgent requirements.

Kindly grant me permission to be on leave during this period. I would be grateful for your approval and understanding.

Yours sincerely,

[Your Name]

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