

## Provisional leave request for tentative family event

Subject: Provisional Leave Application

Dear [Manager/Principal],

I would like to inform you about a possible family function scheduled around [tentative date].

While the date is not confirmed yet, I wanted to give prior notice in case I may need to request leave for [number of days].

Once the function details are finalized, I will immediately confirm the exact dates. I hope this advance intimation will help in managing schedules accordingly.

Thank you for your consideration.

Sincerely,

[Your Name]

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