

Heartfelt leave request for important family gathering

Subject: Request for Leave to Attend Family Gathering

Dear [Manager/Principal],

I wish to request leave from [start date] to [end date] to attend a very special family function. This gathering is important as it brings together close relatives whom I have not seen for a long time. My participation is also essential in supporting my family with preparations.

I will ensure that my responsibilities are managed prior to my absence and will coordinate with colleagues to cover any urgent matters.

I sincerely request your kind approval.

With gratitude,

[Your Name]

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