

Official leave request for multiple-day family event

Subject: Leave Application for Attending Extended Family Function

Dear [Manager/Principal],

I am writing to formally apply for leave from [start date] to [end date] as I need to attend a series of family functions during this time. The events involve both immediate and extended family, and my presence has been requested for the entire duration.

I will ensure that my responsibilities are delegated and no tasks remain pending before my absence. I am also willing to provide assistance remotely if absolutely required.

I kindly seek your approval for this leave.

Yours faithfully,

[Your Name]

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