## **Informal Leave Email for Festival**

Subject: Leave Request for [Festival Name]

Hi [Manager's Name],

I hope you're doing well! I would like to request leave from [Start Date] to [End Date] to celebrate [Festival Name] with my family.

I have completed my pending tasks and briefed [Colleague's Name] to handle anything urgent.

Hope this works out!

Thanks a lot,

[Your Name]

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