

Provisional / Tentative Leave Letter for Festival

Subject: Tentative Leave Request for [Festival Name]

Dear [Manager's Name],

I would like to provisionally request leave from [Start Date] to [End Date] for celebrating [Festival Name], pending confirmation of work schedule.

I will confirm my leave once all pending tasks are aligned and ensure no disruption to ongoing projects.

Thank you for your understanding.

Sincerely,

[Your Name]

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