

Leave Letter For My Marriage

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Company/School Name]

[Company/School Address]

[City, State, ZIP Code]

Subject: Leave of Absence for Marriage

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a leave of absence from [start date] to [end date] in order to celebrate and attend my upcoming marriage ceremony.

I understand the importance of my responsibilities at [Company/School Name], and I assure you that I have taken all necessary steps to ensure a smooth workflow during my absence. I have discussed my absence with my colleagues, and they are willing to cover for me during this period. I will also ensure that all pending tasks are completed or handed over to a colleague before I leave.

I believe that taking this time off to celebrate this important milestone in my life will not only allow me to focus on my personal commitments but also rejuvenate me to return to work/school with renewed enthusiasm and dedication.

I will make sure to be reachable during my leave period in case of any emergencies or urgent matters that require my attention. I will provide my contact information to the relevant parties before my departure.

I kindly request your approval for this leave of absence and assure you that I will make every effort to minimize any disruption caused by my absence. I will be back at work/school on [return date] and

will ensure a smooth transition back into my responsibilities.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Full Name]

[Your Employee/Student ID, if applicable]

[Your Contact Number]

[Your Email Address]