## **Leave Letter for Marriage with Travel Plans**

Subject: Marriage Leave with Travel

Dear [Manager's Name],

I am writing to request leave from [Start Date] to [End Date] due to my marriage and associated travel plans.

During my absence, I will be traveling to [Destination] and have arranged for [Colleague Name] to oversee my ongoing tasks.

I kindly request you to approve my leave.

Sincerely,

[Your Name]

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