Short leave notification via message

Hi [Manager's Name],

I need to request leave from [start date] to [end date] for my sister's wedding. All my current tasks are up to date, and [colleague's name] will handle any urgent matters.

Thank you for your understanding.

Best,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/leave-letter-for-sister-marriage