

Formal Marriage Leave Letter

Subject: Request for Marriage Leave

Dear [Manager's Name],

I am writing to formally request leave from [start date] to [end date] on account of my upcoming marriage. I would be grateful if you could approve my leave for this period so that I can manage personal preparations and celebrations.

I assure you that I will complete all pending tasks before my leave and coordinate with my colleagues to ensure a smooth workflow in my absence.

Thank you for your understanding and support.

Sincerely,

[Your Name]

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