

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request time off from [start date] to [end date] as I will be getting married on [wedding date].

I have ensured that my current projects are on track and will be completed before my time off. I am also happy to assist in transitioning my responsibilities during my absence to ensure a smooth workflow.

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

Sincerely,
[Your Name]