

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

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request time off from work for a personal commitment. I will be attending a wedding and would like to request leave from [start date] to [end date].

I have made arrangements to ensure that my responsibilities are covered during my absence and will ensure a smooth transition of my tasks. Please let me know if there is anything specific you would like me to address before my time off.

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

Sincerely,

[Your Name]
[Your Job Title]