

[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 am writing to formally request leave from [start date] to [end date] due to a family function that I need to attend.

I assure you that I will ensure all my responsibilities are managed before my leave, and I am willing to assist with any necessary handover to ensure a smooth workflow during my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]