

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

Dear [Manager's Name],

Subject: Leave Application for Marriage

I hope this message finds you well. I am writing to formally request leave from [start date] to [end date] due to my forthcoming marriage.

As this is a significant event in my life, I would appreciate your understanding and support during this time. I will ensure that all my responsibilities are managed, and I will hand over my duties to

[Colleague's Name] during my absence.

I am looking forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]