

[Your Name]  
[Your Job Title]  
[Date]

[Manager's Name]  
[Company Name]

Subject: Marriage Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request marriage leave as I will be getting married on [Date of Wedding].

I would like to request leave starting from [Start Date] to [End Date]. I plan to return to work on [Return Date].

Before my leave begins, I will ensure that all my current tasks are up to date. I have also briefed [Colleague's Name] on my ongoing projects to ensure a smooth transition during my absence.

Please let me know if there are any specific forms I need to complete or if you require any further information.

Thank you for your support and for considering my request.

Sincerely,

[Your Signature]  
[Your Printed Name]