

[Your Full Name]
[Your Job Title]
[Employee ID Number]
[Date]

[Manager's Name or HR Manager's Name]
[Department Name]
[Company Name]

Subject: Formal Request for Marriage Leave

Dear [Manager's Name],

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

In accordance with company policy, I would like to request leave starting from [Start Date] to [End Date]. I intend to resume my duties on [Return Date].

I have ensured that all my current tasks and responsibilities will be up to date before my departure. During my absence, [Colleague's Name] has kindly agreed to be the point of contact for any urgent matters regarding my ongoing projects.

I have attached the required documentation as per the human resources guidelines. I hope for your kind approval of this request.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]