

[Your Name]
[Your Employee ID]
[Your Department]
[Current Date]

To,
[Manager's Name or HR Manager]
[Company Name]

Subject: Request for Extended Marriage Leave

Dear [Manager's Name],

I am writing to formally request an extended leave of absence for my upcoming wedding. My wedding ceremony is scheduled for [Date], and I would like to request leave starting from [Start Date] to [End Date]. I plan to resume my duties on [Return Date].

While the standard marriage leave is [Number] days, I am requesting an extension of [Number] additional days. I would like to use my accrued paid time off (PTO) to cover this extended period. This additional time is required to [briefly mention reason, e.g., travel for the ceremony / settle personal affairs / honeymoon].

Before my departure, I will ensure that all my current tasks are up to date. I have also coordinated with [Colleague's Name] to oversee my responsibilities during my absence.

I hope you will consider my request. I have attached the formal invitation for your reference. Please let me know the next steps for approval.

Thank you for your support and understanding.

Sincerely,

[Your Signature]
[Your Printed Name]