

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

[Manager's Name]
[Company Name]

Subject: Short Notice Leave Request for Marriage

Dear [Manager's Name],

I am writing to formally request leave for my upcoming wedding. I understand that this request is being made on short notice, and I apologize for any inconvenience this may cause the team.

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

Due to [brief reason for short notice, e.g., sudden family arrangements/personal circumstances], I was unable to submit this request earlier. I have ensured that my current tasks are [mention status, e.g., up to date or handed over to Name].

Thank you for your understanding and for considering my request despite the late notice.

Sincerely,

[Your Signature]
[Your Printed Name]