

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

To: [Manager's Name / HR Department]
[Company Name]

Subject: Advance Notification of Marriage Leave

Dear [Manager's Name],

I am writing to formally notify you that I will be getting married on [Date of Wedding]. Consequently, I would like to request marriage leave starting from [Start Date] to [End Date]. I plan to return to work on [Return Date].

I am providing this notification well in advance to ensure there is sufficient time to manage my responsibilities during my absence. I will complete all pending tasks and provide a detailed handover for my colleagues before my leave begins.

Please let me know the necessary steps to formalize this request or if there are specific forms I need to complete.

Thank you for your support and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]