

[Your Name]
[Your Employee ID]
[Your Department]

[Date]

[Manager's Name]
[Company Name]

Subject: Request for Unpaid Leave for Marriage

Dear [Manager's Name],

I am writing to formally request a period of unpaid leave for my upcoming wedding. I would like to request time off starting from [Start Date] to [End Date]. I plan to return to work on [Return Date].

I understand that this leave will be unpaid. I have ensured that my current tasks are up to date, and I am happy to discuss a plan to cover my responsibilities with my colleagues before my departure.

Thank you for considering my request and for your support during this special time.

Sincerely,

[Your Signature]
[Your Printed Name]