

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

To: [Manager's Name]
[Company Name]

Subject: Marriage Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request a leave of absence for my upcoming wedding. As I am having a destination wedding in [Location], I would like to request leave from [Start Date] to [End Date]. I plan to return to work on [Return Date].

I am committed to ensuring that my responsibilities are covered during my absence. I will complete all urgent tasks before my departure and have coordinated with [Colleague's Name] to handle any immediate matters while I am away.

Please let me know if there are any specific forms I need to complete or if you require further information regarding this request. I appreciate your support as I celebrate this personal milestone.

Sincerely,

[Your Signature]
[Your Printed Name]