

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

[Date]

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

Subject: Request for Combined Annual and Marriage Leave

Dear [Manager's Name],

I am writing to formally request leave for my upcoming wedding and honeymoon. I would like to combine my entitled marriage leave with my accrued annual leave.

I am requesting a total of [Number] working days off, starting from [Start Date] to [End Date] inclusive. I will return to work on [Return Date].

The breakdown of this leave is as follows:

- Marriage Leave: [Number] days
- Annual Leave: [Number] days

I will ensure that all my current tasks are completed or handed over to [Colleague's Name] before my departure to ensure a smooth transition. I will also be available via email for any urgent matters until [Date].

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Signature]
[Your Printed Name]