

## Sample of leave application for marriage

### Sample1: Leave application for marriage

To the Manager,

**Subject: Leave application for marriage**

I am requesting a leave of absence for the month of \_\_\_\_\_ to get married. I understand this may impact my position, and I am willing to work with you to find a suitable solution. I am also happy to provide additional documentation or answer any questions.

I appreciate all the opportunities you have given me at this company, and I look forward to returning to work after my honeymoon. I appreciate your understanding in this matter.

Thank you for your time and consideration.

Sincerely, \_\_\_\_\_

Sincerely,

[Your name]

### Sample 2 - Leave application for attending a marriage function

To,

The Manager,

XYZ Company Ltd.

**Subject: Leave application to attend a marriage ceremony**

Sir/Ma'am,

[mention your name and designation] would like to apply for leave for two days from [date] to attend a marriage ceremony. I shall be grateful if my leave is granted.

Thank you.

[Your signature]

### Sample 3 - leave application for sister marriage.

To,

The Manager,

XYZ Company Ltd.

**Subject: Leave application for sister marriage**

Dear Sir/Madam,

With due respect, I have to attend my sister's marriage ceremony scheduled to happen during the current month. This is a very special occasion for my family and me, and I would appreciate it if I am given leave.

Hence, I would like to apply for leave from \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_. The dates for the ceremony are \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_.

I hope that this absence will not cause any inconvenience to the company. I shall be back on duty from \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_.

I am confident that my colleagues can cover my duties at work in my absence.

I shall be grateful if you could grant me leave for the required days.

Thank you in anticipation of your favourable response.

Yours obediently,

\_\_\_\_ (Your Name)

**Sample 4: Leave application for brother's marriage**

To,

The Manager,

XYZ Company Ltd.

**Subject: Leave application for Brothers marriage**

I am writing to request a leave of absence from work so that I may attend my brother's marriage. It is an important day for him and my family, and I would like to be there.

The wedding is scheduled for \_\_\_\_\_, and I will be needed at home for the preparations. I would very much appreciate it if you could grant me this leave. Thank you in advance.

Sincerely,

\_\_\_\_\_

**Sample 5: leave application for cousin marriage**

The Manager,

XYZ Company.

**Subject:** Leave application for attending cousin marriage.

Dear Sir/Ma'am,

With due respect, I have to attend my cousin's marriage ceremony, which is scheduled for the 20th of this month. So I request a leave for that day.

I apologize for any inconvenience this may cause and will do my best to return to work as soon as possible.

I shall be grateful to you if you approve my leave application.

I thank you in anticipation.

Yours obediently,

XXX.