**Letter requesting a leave of absence (marriage)**

Your Name   
Your Address   
Your City, State Zip Code   
Your Phone Number

Date

Name   
Title   
Company

Dear Mr./Ms. ………….:

I am glad to bring this to your attention that I am getting married on (Date Here). I will be sending you a formal invitation shortly, but I would like to take a vacation from (date here) to (date here) for necessary arrangements.

I have completed all the relevant tasks and have already submitted them to the team leader. Kindly grant me leave for the above-mentioned dates.

Thank you very much.

Sincerely,

Your Signature

Your Typed Name