

Leave Application Report for Marriage Ceremony

This **leave application report for marriage ceremony** outlines the request for time off to attend or participate in a wedding event. It includes specific dates and a brief reason to ensure clarity and proper approval. Submitting this report helps maintain effective communication with the employer or institution.

Sample Leave Application

Date: **[Insert Date]**

To,

The **[Principal/Manager/Supervisor]**,
[Department/Organization/Institution Name]
[Address if required]

Subject: **Leave Application for Marriage Ceremony**

Respected Sir/Madam,

I am writing to formally request leave from **[Start Date]** to **[End Date]** as I will be attending/participating in a marriage ceremony during this period. The occasion requires my presence, and hence, I kindly seek your approval for my absence.

I assure you that I will complete all pending tasks and coordinate with my colleagues to ensure a smooth workflow during my absence.

Kindly grant me leave for the mentioned dates. I shall be obliged.

Thank you for your consideration.

Yours sincerely,

[Your Name]

[Your Position/Class]

[Contact Information]