

Sample Formal Leave Application for Attending a Wedding

[Your Name]
[Your Designation/Class]
[Department/Section]
[Company/School Name]
[Address]

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Designation]
[Company/School Name]
[Address]

Subject: Application for Leave to Attend a Wedding

Respected [Sir/Madam],

I am writing to formally request leave from [start date] to [end date] as I will be attending a family wedding during this period. I kindly ask for your approval for [number of days] days of leave to partake in this significant family occasion.

I have ensured that all my duties will be covered in my absence and have delegated my responsibilities to [colleague's/student's name, if applicable]. I will also remain accessible for any urgent requirements.

I request you to kindly consider my application and grant me leave for the mentioned period.

Thank you for your consideration.

Yours sincerely,
[Your Name]