

## LEAVE LETTER FOR MARRIAGE

### **Included:**

Introduction

Leave Letter for Marriage Tips

Sample Leave Letter for Marriage

Leave Letter for Marriage Template

## Introduction

The objective of writing this letter is to request leaves for your wedding for a stipulated period of time. Wedding is one of the most important and most awaited events in everybody's life.

One has to do lot of arrangements for the wedding and for this purpose they need to be present at home. So, they write a leave letter for this purpose to the concerned department.

## Leave Letter for Marriage Tips

Following points should be considered for writing an effective leave letter for marriage:

- First and foremost it is vital to inform about your wedding date to the concerned person and invite him for the same.
- You must clearly specify the dates on which you will not be in office.
- You must use a polite tone while writing the letter.
- You must provide a detailed description of your pending jobs.
- You must make sure that there should not be any grammatical mistakes in the letter.

## Sample Leave Letter for Marriage

From,

Peter Smith

Assistant Manager

TCI Group of Industries

Atlanta

Date (Date on which letter is written)

To,

Mr. William Henry

Senior Manager

TCI Group of Industries

Sub: Requesting for leave

Dear Mr. Henry,

I would like to inform you that my marriage is being scheduled on 30th of September and I would also like to invite you for the same. Definitely, a formal invitation will also be sent to you. Since I have to do lot of arrangements, I would be very grateful to you if you sanction me leaves for the following days:

14th and 15th September: Engagement

29th to 10th October: Wedding and Honeymoon Trip

I will submit you all the reports on 13th September so that there should not be any pending work from my end. I hope you will consider this letter as my official leave application and grant me leaves for the above mentioned dates.

Thanking you,

Yours sincerely'

Peter Smith

## Leave Letter for Marriage Template

From,

\_\_\_\_\_

\_\_\_\_\_

Date (Date on which letter is written)

To,

\_\_\_\_\_

\_\_\_\_\_

Sub: \_\_\_\_\_

Dear \_\_\_\_\_,

I would like to bring to your kind attention that my marriage is on \_\_\_\_\_. I am very much excited about the same and will definitely send you a formal invitation in few days. I am writing this letter to officially inform you that I would like to take leaves from \_\_\_\_\_ to \_\_\_\_\_ in order to make some arrangements for my wedding.

I have submitted all my reports to my team leader and there is no pending work left from my end. I hope you will take my request into consideration and grant me leaves for the above mentioned dates.

Thanking you,

Yours sincerely,

(\_\_\_\_\_)

## Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from [www.letters.org](http://www.letters.org)