# Letters.org

### MARRIAGE LEAVE LETTER

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#### Introduction

There is a time in everyone's life when they meet their soul mate in reality. If you are working in an organization, it becomes your responsibility to inform them officially about your wedding and the leaves required. By doing so, you will be expressing your professionalism.

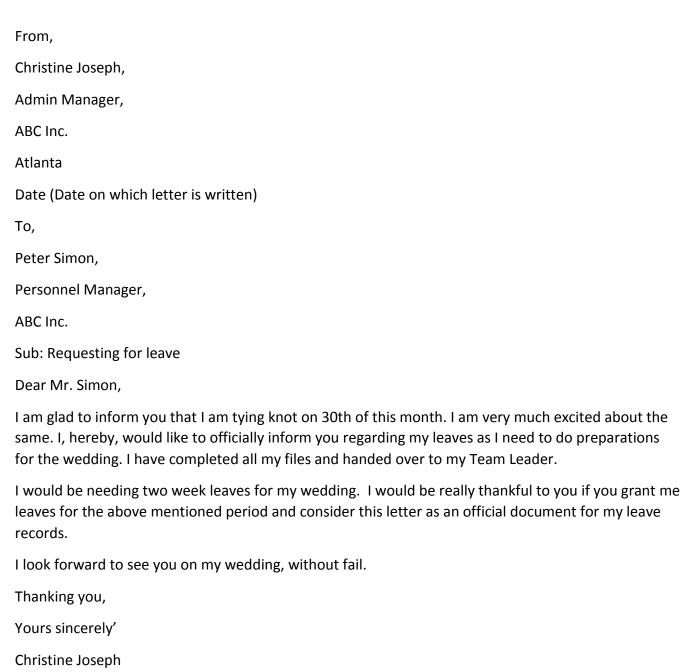
Through this letter, you can give them an invitation and also inform them about the days when you will not be in office.

#### **Marriage Leave Letter Tips**

Few tips should be considered for writing an effective marriage leave letter:

- First and foremost, it is vital to invite the concerned person for the wedding ceremony.
- You must clearly mention the number of days when you were not in office.
- Letter should be brief and concise
- You must enclose the wedding invitation card with the letter
- Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors.

#### **Sample Marriage Leave Letter**



## **Marriage Leave Letter Template**

From,		
<del></del>		
Date (Date on which letter is	written)	
To,		
Sub:		
Dear,		
This is to bring to your kind a	ttention that I am getting married on	(specify date). Till
date, we have not done any p	preparations and now we are running short	of time. Therefore, I would be
needing leave for	(specify period) days from tomorro	ow onwards to do the
arrangements for my weddin	g. I have handed over my charge to	(name) who I know will
manage effectively.		
I hope you will consider my re	equest and accept this letter as an official l	eave application. I am also
enclosing my wedding invitat	ion with the letter and it would be a pleasu	ure for me if you become a
part of my special evening.		
Thanking you,		
Yours sincerely'		
(		

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