Subject: Marriage Leave Request

Dear [Manager's Name],

I hope this email finds you well. I am writing to formally request a period of leave to attend my upcoming wedding ceremony and related festivities.

I would like to request [number of days] days of leave from [start date] to [end date], inclusive. During this time, I will be fully committed to ensuring the smooth execution of my wedding plans and will be unavailable for work responsibilities.

I have made arrangements to ensure that my ongoing tasks and projects are either completed or handed over to a colleague for temporary management during my absence. I am also willing to provide any necessary assistance to facilitate a seamless transition.

I understand the importance of maintaining productivity and will ensure that all pending tasks are completed before my departure. Additionally, I will be readily available to address any urgent matters that may arise during my absence.

Thank you for considering my request. I look forward to your approval and assure you of my commitment to fulfilling my responsibilities upon my return.

Warm regards,

[Your Name]