

## Short Leave Letter for Family Function

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Designation/Organization]  
[Company/Organization Name]  
[Company/Organization Address]

Subject: Short Leave for Family Function

Dear [Recipient's Name],

I am writing to request a short leave from [start date] to [end date] to attend a family function. I have made necessary arrangements for the smooth continuation of my responsibilities during this brief period.

Your understanding and approval of this request are highly appreciated.

Sincerely,

[Your Name]  
[Your Signature] (if sending a hard copy)