To

The BEEO

Lakhipur Block, Goalpara

Dated 20th January, 2023

Subject: Application for own marriage leave

Respected sir,

I would like to happily inform you that my marriage has been fixed on 25th of January, 2023. Hence, I need 15 days leave for my marriage and other rituals. I humbly request to please leave the grant from 25thof January to 9thof February, 2023. I assure that I have completed 90% of my syllabus and remaining will be taught after 9th Feb. I shall be highly obliged.

It would be my privilege to invite you to my marriage ceremony event. I am sending you a formal invitation letter.

Thanking you in anticipation

Yours sincerely

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Designation: Assistant teacher (UPS)

School: ……. MES

Cont.: ……

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