

Leave Letter for Brother Marriage Sample Format

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

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Leave Request for Brother's Marriage

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to formally request a leave of absence from work in order to attend and participate in my brother's wedding ceremony.

The wedding is scheduled to take place on [Date], and I would like to request leave starting from [Start Date] to [End Date]. During this period, I will be involved in pre-wedding preparations, the ceremony itself, and post-wedding festivities. I understand the importance of my responsibilities at work and will ensure that all pending tasks are completed before my departure.

I believe that being present at this significant family event is crucial, and I am committed to ensuring a smooth transition during my absence. I will make arrangements to delegate my responsibilities appropriately and provide necessary handovers to my colleagues.

If there are any specific forms or procedures to follow for requesting this leave, please let me know at your earliest convenience. I am happy to provide any additional information or documentation required to process this request.

I appreciate your understanding and support in granting me this leave to celebrate this joyous occasion with my family. I assure you of my commitment to maintaining work continuity and will be reachable in case of any urgent matters.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Full Name]

[Your Employee ID or Department]

[Your Signature - if sending a hard copy]