

# Leave Letter for Family Event

[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: Leave Request for Family Event

Dear [Recipient's Name],

I am writing to formally request a leave of absence from work on [start date] to [end date] to attend a significant family event. This event holds great importance to my family, and my presence is required to participate in the celebrations.

During my absence, I have arranged for [mention any necessary arrangements, such as delegating tasks or informing a colleague] to ensure that my responsibilities are covered and that projects continue smoothly.

I understand the importance of my role within the team, and I assure you that I will make every effort to complete any pending tasks before my departure and coordinate with my colleagues to ensure a seamless transition.

Thank you for considering my request. If any further information or documentation is needed, please do not hesitate to contact me.

Sincerely,

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