Date:\_\_\_\_\_\_\_\_\_\_\_

To\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation  
Company/Organization  
Address  
City

Subject: **Leave Application for Marriage**

Dear Sir,

As you know I am going to be **married in the next week**. I am writing to request you to please grant me leave of two weeks from 15 November 2013 To 29 November 2013. I highly want you and your family to attend my (brother’s marriage, sister’s marriage, etc) **marriage**[**ceremony**](http://semioffice.com/letters/invitation-letters/invitation-letter-for-marriage/). I will dispatch you an invitation card and your arrival will be a great pleasure for me.

Furthermore all important tasks have been assigned to other staff members of my department and I will also be available on the phone.

Sincerely Yours,

Your Name  
Designation

You can change its first sentence for changing this application

Next week we are organizing a marriage ceremony of my sister

Next week we are organizing a marriage ceremony of my elder brother

Next week we are organizing a marriage ceremony of my brother in law

Next week we are organizing a marriage ceremony of my best friend

Next week we are organizing a marriage anniversary