**To  Date:**

The Manager,

Company Name,

Place.

**From**

Employee Name,

Designation,

Department.

Sub:  Application for leave.

Dear Sir/Madam,

I am writing this letter to inform you that my younger brother/sister going to be married on \_\_\_\_\_\_\_\_**(marriage date)**.

As an elder brother of I have some responsibilities to fulfil. So I would like to apply for 5 days of leave starting from \_\_\_\_\_\_\_**(start date)** and \_\_\_\_\_\_\_\_**(end date)**.

I request you to kindly approve my leave request, I shall be grateful to you in this regard.

Thanking you.

Sincerely,

Employee name.

Mobile no.