**To**  Date:
The Manager,
Company name,
City name.

Sub: Leave request for brother’s/ sister’s marriage.

This is to inform you that my brother’s/sister’s wedding was scheduled on **[date],** so I request you to grant me **five days** of leave from **[date]** to **[date]**.

So that I can make some necessary arrangements in the marriage. I hope you approve my leave request.

I shall be thankful to you in this regard.

Thanking you.

Regards,
Your name.
Employee ID,
Designation,
Department.