**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.