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

Sub: Marriage leave application.

I am glad to inform you that my wedding ceremony is going to be held on **[date]**. So I request you to please grant me ten days of leave W.E.F **[date]** to **[date**] so that I can make my marriage arrangements.

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

Thanking you.

Sincerely,  
Your name.  
Designation,  
Department.