

Application for Own Marriage:

For School Principal:

[Your Name]

[Your Class/Grade]

[Your Roll Number]

[School Name]

[School Address]

[City, State, ZIP Code]

[Date]

[Principal's Name]

[Principal's Title]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Leave Application for Own Marriage

I hope this letter finds you well. I am writing to request leave from [start date] to [end date] due to my upcoming marriage. This is a very important and joyous occasion in my life, and I need to be present for the ceremonies and preparations.

I have informed my teachers about my upcoming absence and have collected the necessary assignments and study materials to ensure I stay on track with my studies during this period. I assure you that I will complete all pending work promptly upon my return.

I kindly request you to grant me leave for the mentioned dates. Your understanding and support in this matter would be greatly appreciated.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature]

For Workplace Boss:

[Your Name]

[Your Position]

[Department Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Boss's Name]

[Boss's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Boss's Name],

Subject: Leave Application for Own Marriage

I hope this letter finds you well. I am writing to formally request leave from [start date] to [end date] due to my upcoming marriage. This is a significant

milestone in my life, and I need to be present for the ceremonies and preparations.

I have made arrangements to ensure that my responsibilities are covered during my absence. [Colleague's Name] has kindly agreed to assist with any urgent matters that may arise. I will also be available via phone or email for any critical issues that need my attention.

I kindly request your approval for this leave. Your understanding and support in this matter would be greatly appreciated.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature]

Tips for Writing an Effective Leave Application:

1. **Be Clear and Concise:** Clearly state the reason for your leave and the dates.
2. **Express Responsibility:** Mention how you plan to manage your work/studies during your absence.
3. **Be Polite and Professional:** Use a respectful tone throughout the application.
4. **Proofread:** Ensure the application is free of grammatical errors and typos.
5. **Follow Guidelines:** Adhere to any specific format or requirements set by your school or workplace for leave applications.