Subject: Application for Leave

Dear Mr./Mrs. {Recipient’s Name},

I would like to mention that I have to attend my niece’s engagement ceremony in {Place} on {Date}. Due to this, I won’t be able to come to the office from {Start date} to {End date}.

I’ve completed this week's tasks that were listed as priority and have delegated my colleague, {colleague’s name}, to take care of any urgent matters.

I would be grateful if you can approve my leave request for the aforementioned period.

Hoping to receive a positive response from you.

Yours Sincerely,  
{Your Name}