Leave Application for Cousin's Wedding

Dear Mr./Ms. {Recipient’s Name},

I am writing to notify you of my upcoming leave of absence between {start date} and {end date}. As I have to travel to attend the wedding of my close relative, I will be able to resume work from the afternoon of {enter date}.

I have ensured that all my responsibilities are passed on to {enter name}, who reports to me. He/ she is well aware of the ongoing project and will be able to address any tasks related to it, in my absence.

In case of any pressing issue, I will be available at {enter contact number}.

I thank you in advance for your approval of my leave application.

Warm regards,

{Your Name}