21-04-20XX

Jacob Leo  
Michigan, 7667

**Subject:** **Leave letter to boss for daughter marriage**

Dear Sir,

Last week I told you about the marriage of my beloved daughter which has been fixed on 5-05-20XX. I need to arrange and organize all the events of her wedding and for this purpose, I want two weeks' leave from the office.

Considering my request, please grant me leave from 24-04-20XX to 7-05-20XX. I shall be back at the office on 8-05-20XX. I have also enclosed an invitation card with this letter. Please join us on this happy occasion.

I am looking forward to your positive response.

Jacob Leo