21-04-20XX

Jacob Leo  
Michigan, 7667

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

Dear Sir,

I, Jacob Leo, working as an assistant in your office, want to inform you through this letter that the wedding ceremony of my sister is going to be held on the first three days of May 20XX. I am to look after all the arrangements and administrative affairs which are related to the ceremony. My father is not well so he cannot take any administrative responsibility these days. In this way, I have taken responsibility for all the work there at my home.

I want one week's leave for the said purpose. I request you to sanction my leaves for the said period.

I will make sure to be in contact with my office for any query and I will take good care of all my work. I am looking for your positive response.

Jacob Leo