

# Family Function Two Days Leave Application

## 1. Family Function Leave Application for Attending a Wedding

To,  
The [Position],  
[Company Name],  
[Company Address].

Subject: Leave Application for Attending a Family Wedding

Dear [Recipient's Name],

I hope this letter finds you in good health and spirits. I am writing to inform you that I would need to take a leave of absence from work on [Date from] to [Date to] as I have to attend a family wedding in my hometown.

This wedding is particularly significant as it is my [Relationship with the person getting married, e.g., cousin, brother, sister, etc.], and it is a custom in our family to be present for such joyous occasions to provide our blessings and support. Being an important family function, my presence is obligatory.

I am confident that my current projects/tasks will not be affected during my absence as I have taken the necessary steps to ensure smooth operations. [If applicable: I have delegated my responsibilities to [colleague's name], who will handle any urgent matters in my absence.]

I understand that this is a busy period for our team, and I apologize for any inconvenience this may cause. I am also ready to put in extra hours before or after my leave, if needed, to ensure that all my responsibilities are adequately covered.

I kindly request you to consider and approve my leave application. I assure you that I will resume my duties immediately after the function and catch up on any missed work swiftly.

Thank you for your understanding.

Yours sincerely,

[Your Name],  
[Your Position],  
[Your Employee ID], if any.  
[Date]

## **2. Application for Leave to Prepare for a Family Reunion**

To,  
[Recipient's Name],  
[Recipient's Position],  
[Company Name],  
[Company Address],

Subject: Application for Leave to Prepare for a Family Reunion

Respected Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing to inform you that I will be unable to attend work from [start date] to [end date], due to a personal commitment. My family and I are organising a family reunion at our ancestral home in [City Name], and my presence is vital to ensure the smooth conduct of the event.

This reunion is of great significance to us, as it will bring together members of our family who live in different parts of the country. It will be a time of joy, reminiscing, and forging stronger family ties. Given the scale and importance of this event, I need ample time to prepare and coordinate various aspects such as travel, accommodation, food, and activities for all the attendees.

While I understand the importance of my responsibilities at work, I assure you that I have planned ahead to ensure my absence does not cause any disruption. I have delegated my tasks to [colleague's name] and will be available for any urgent matters via email or phone.

I kindly request you to grant me leave for [number of days] days, starting from [start date] to [end date]. I am confident that with your understanding and support, I will be able to fulfil my family obligations without any worry.

I look forward to your positive response and thank you in advance for your consideration.

Yours sincerely,

[Your Name],  
[Your Position],  
[Company Name],  
[Your Contact Information]

### **3. Request for Two-Day Leave for Participating in Family Anniversary Celebrations**

To,  
The Principal,  
[Name of the School],  
[City Name],  
[State Name],  
[Pin Code]

Subject: Request for Two-Day Leave for Family Anniversary Celebrations

Dear Sir/Madam,

I hope this letter finds you in good health. I, [Your Full Name], a student of Class [Your Class], Section [Your Section], am writing to formally request a leave of absence for two days on [Date] and [Date].

The reason for my request is that my family and I are planning to celebrate our parents' silver jubilee wedding anniversary. It is a landmark occasion in our family's life, and my presence is indispensable. The function will be held in our native town, which requires travelling, and hence I won't be able to attend school on these days.

I understand the importance of regular schooling and I assure you that I will catch up with all the missed assignments and classwork, immediately upon my return. I kindly request you to share the details of any important assignments or

tests that might be scheduled during my absence, so I can prepare accordingly in advance.

I appreciate your understanding of this matter and hope for your kind approval of my leave request.

Thank you for considering my application.

Yours sincerely,  
[Your Full Name]  
[Roll Number]  
[Date]

#### **4. Leave Application for Assisting in Family Gathering Arrangements**

To,  
The Principal,  
[Your School's Name],  
[City Name], [State Name]

Subject: Leave Application for Assisting in Family Gathering Arrangements

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class] in your esteemed institution, am writing this application to request your kind permission to grant me a leave of absence for [Number of Days] days, from [Start Date] to [End Date].

The reason for my leave application is a significant family gathering that is scheduled at my home. In our Indian culture, family gatherings hold a special place and they are not just an event, but an embodiment of love, togetherness, and unity. As part of this event, my parents need my assistance for various arrangements from setting up the place to welcoming the guests.

I assure you that I will make up for the missed classes and homework during my absence. I will collect notes from my classmates and put in extra hours for self-study so that my academic performance does not suffer.

I kindly request you to consider my application and grant me leave for the mentioned period.

Thanking you in anticipation.

Yours sincerely,  
[Your Name],  
[Your Class],  
[Your Roll Number],  
Date: [Current Date]

## **5. Application for Leave to Support Family During a Major Function**

To,  
The Principal,  
[Name of the School],  
[School Address],  
[City, State, ZIP]

Subject: Application for Leave to Support Family During a Major Function

Respected Sir/Madam,

I am [Your Full Name], a student of class [Your Class] section [Your Section], in your prestigious institution. I am writing this application to bring to your kind attention that a major family function is scheduled to be held at our native place from [Start Date] to [End Date]. The function is extremely significant to our family, as it is a grand gathering of all our relatives and close friends after a long time.

Given the importance of the event, my parents have requested me to accompany them for the full duration of the function. My assistance is required in various aspects of the function, from preparation to the execution of the event. I assure you that I will collect all the necessary notes and assignments from my classmates and will make up for the lost classes upon my return.

Therefore, I kindly request you to grant me leave for [Number of Days] days from [Start Date] to [End Date]. I assure you that I will attend the school regularly after this function.

Thank you for your understanding and support. I am looking forward to your positive response.

Yours sincerely,  
[Your Full Name],  
Class: [Your Class],  
Roll No: [Your Roll Number],  
Date: [Date of Application]