

Chandana Priya M S  
Assistant Professor  
Department of Management Studies, KSSEM

25/04/2024

To,  
The Principal  
KSSEM, Bangalore

Respected Sir,

Subject – Request for Marriage Leave

I am requesting a leave of absence for my upcoming wedding. I am getting married on May 9<sup>th</sup> and 10<sup>th</sup> in Mysore, so I would like to request a leave from 02/05/2024 to 17/05/2024 (total of 12 days).

This time will be crucial for finalizing wedding preparations and spending time with my family before the ceremony. I have already completed all tasks for my classes and have informed colleagues, about upcoming absence. They have kindly agreed to handle any immediate student concerns in my place while I am away.

I will ensure all my lesson plans and assignments are prepared in advance and readily available for any substitute teacher.

Kindly consider the above and oblige.

Sincerely,

Chandana Priya M S  
M.S.Chandanapriya  
25/04/24

1. C. Renu  
Approved 5 days  
25/4/24  
30/04/24

To,  
The Principal,  
Forwarded for needful action,  
Regards,  
M.S.Chandana Priya  
25/4/24