To,

The Manager,  
**[Office Name]**  
**[Office Address]**

**Subject: Leave Application For Cousin Marriage**

Respected Sir,

It is politely said that my cousin sister's wedding ceremony is going to take place next Saturday. Being the only brother, I should take care of the arrangements in the ceremony. Therefore, I want **[No. of days]** days off from the office.

Your approval is requested on this application. On my behalf **[collegue's Name]** will be taking care of my work.

Best Regards,

**[Your Name]**  
**[Contact No.]**  
**[Date]**