Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Hi, it is to inform that the wedding ceremony of my daughter has been fixed. As she is my only daughter and it is the happiest occasion for me and my family. As such I want to make this event memorable for a long time. In fact, due to arrangements for the event, I had to stay at home for this auspicious event. Therefore, I am highly disappointed about not coming to the office. I am trying to do work from home but still I remorse for not coming office. I request you to kindly accept my approval for one day. I shall be glad to you for this act of kindness.

Sincerely,

Your Name

Title