

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a two-week leave of absence from [start date] to [end date] due to travel plans. This period will allow me the opportunity to [briefly explain the reason for travel, if desired].

I have ensured that my ongoing projects are up to date, and I will coordinate with my team to handle any responsibilities during my absence. I am happy to assist with any transition prior to my leave to ensure a smooth workflow.

Thank you for considering my request. I hope for your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]