

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence for two days, from [Start Date] to [End Date], due to [reason for leave, e.g., personal matters, medical issues, family commitment].

I will ensure that all my responsibilities are managed prior to my leave, and I am happy to assist in any transition plans to minimize disruptions. I will be reachable via [preferred method of communication] should any urgent matters arise during my absence.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]