

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for two days, specifically on [start date] and [end date], due to [brief reason, e.g., personal matters, family commitments, etc.].

I have ensured that my current projects are on track, and I am happy to assist in delegating any urgent tasks to my colleagues during my absence. Thank you for considering my request. I look forward to your approval.

Best regards,

[Your Name]
[Your Job Title]
[Contact Number]