

[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 hope this message finds you well. I am writing to formally request a leave of absence for two days, from [start date] to [end date], due to [brief reason for the leave, e.g., a personal matter, medical reasons, etc.].

I have ensured that my current projects are on track, and I am coordinating with [Colleague's Name] to cover any urgent matters during my absence.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]