

Subject: Leave Request for Two Days

Dear [Manager's Name],

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

I will ensure that all my responsibilities are managed before my leave and will be available for any urgent matters via email.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]