

[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],

Subject: Leave Application for Two Days

I am writing to formally request two days of leave from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, medical reasons].

I will ensure that all my responsibilities are managed before my leave and will be available via email for any urgent matters. I appreciate your understanding and support regarding this matter.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]