

[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 a leave of absence for two days, from [Start Date] to [End Date], due to [brief reason for leave, e.g., personal matters, illness, family commitment]. I will ensure that all my responsibilities are managed before my leave and will remain available via [email/phone] should any urgent matters arise.

Thank you for considering my request. I hope for your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]