

[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 two days off on [Start Date] and [End Date] due to [reason for the request, e.g., personal matters, a family commitment, etc.].

I assure you that I will ensure all my responsibilities are up to date before my time off, and I will be available for any urgent matters via email or phone.

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

Sincerely,

[Your Name]
[Your Job Title]