

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence for two days, specifically on [start date] and [end date], due to [brief reason, e.g., personal matters, medical reasons, family obligations].

I will ensure that all my responsibilities are managed prior to my leave and will remain reachable via email or phone for urgent matters. I appreciate your understanding and support during this time.

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

Sincerely,

[Your Name]
[Your Job Title]