

[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 am writing to formally request a leave of absence for two days, from [Start Date] to [End Date], due to [brief reason, e.g., personal commitments, family matters, etc.].

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

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

Sincerely,

[Your Name]  
[Your Job Title]