

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company 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 [brief reason, e.g., personal matters, a family commitment, etc.].

I will ensure that all my responsibilities are up to date before my time away, and I am happy to assist in any transition to cover my duties during my absence. I appreciate your understanding and support regarding this matter.

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

Sincerely,

[Your Name]  
[Your Job Title]