

[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 on [start date] and [end date] due to [brief reason, e.g., personal matters, illness, etc.]. I will ensure that all my responsibilities are managed before my leave, and I am available to assist with any necessary transition during my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]