

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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]. The reason for my request is [brief explanation of the reason, e.g., personal matters, medical reasons, family commitment, etc.].

I will ensure that all my responsibilities are up-to-date before my leave and will coordinate with [Colleague's Name] to cover any urgent matters during my absence. I appreciate your understanding and support regarding this request.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Contact Information]