

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a two-day leave of absence on [start date] and [end date] due to [brief reason for leave, e.g., personal reasons, family matters, etc.].

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

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

Best regards,

[Your Name]

[Your Contact Information]