

[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 for leave, e.g., personal matters, medical reasons].

I will ensure that all my responsibilities are managed prior to my leave and will provide any necessary handover to [colleague's name] to ensure a smooth workflow during my absence.

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

Sincerely,

[Your Name]
[Your Position]