

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Subject: Leave Application for Two Days

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

I assure you that I will ensure all my responsibilities are managed and handover any urgent tasks to my colleagues in my absence.

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

Sincerely,

[Your Name]

[Your Contact Information]