

[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, e.g., personal reasons, a family commitment, etc.].

I will ensure that all my responsibilities are up to date prior to my departure and will make arrangements for my duties to be covered during my absence. I am committed to ensuring a smooth workflow and will be available for any urgent matters via email or phone.

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

Sincerely,

[Your Name]
[Your Job Title]