

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient 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 matters, medical reasons, family obligation].

I assure you that I will ensure all my responsibilities are up to date before my leave and will coordinate with my team to cover any urgent matters during my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Phone Number]