

[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],

Subject: Application for Two Months Leave

I am writing to formally request a leave of absence for a duration of two months, starting from [start date] to [end date]. The reason for my request is [briefly explain the reason, e.g., personal matters, medical issues, family obligations].

I have ensured that my current projects and responsibilities are on track, and I am committed to completing my tasks before my leave begins. I will also be available for any urgent matters via email during my leave, should my assistance be needed.

I hope for your understanding and support in this matter. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]