To,

[Recipient Name]

Date

I am writing to request you to grant me leave for a couple of days. I have been dealing with multiple projects over the last 2 months. There has been a great deal of work stress on me. I need just 2 days off to unwind and refresh my mind.

Continuing to work without coping with my stress is going to diminish my productivity. I am sure you will understand and fulfill my request. Accordingly, I would like to take this Wednesday and Thursday off.

Waiting for your approval.

Sincerely,

[You Name]