18 July 20XX

Mr. Lark Jayden  
Manager  
XYZ Bank  
001 Main St.  
Manchester, AB 4567

Dear Mr. Jayden,

I hope you are doing well. I am working in your company at the post of Assistant Manager for the last three years. The purpose of writing this letter is to inform you that I want two days' leave from 21-07-20XX to 22-07-20XX. I am terribly in need of it as I have to visit my hometown because due to some ongoing stress I am not giving full attention to my work and it is becoming difficult for me to devote myself to the work and I am not focusing on what’s going around me. This is a required tour to give relaxation to my mind about burdensome work otherwise I cannot relax my mind and focus on work with full attention.

Keeping in view the above-mentioned circumstances, I want you to understand my situation and give me some relaxation by allowing leave for two days.

In my absence, I am handing over my project to Mr. Darcy who has enough understanding of my work and is efficient enough to tackle the task without any hindrance and the work that would be done by him is the final part of the project. Therefore, I am telling you on time so you may not have any difficulty in my absence. As you have a record of establishing good terms with your employees and understand their situation well, so I am hopeful that you will approve my request for leave and will give a kind consideration to this. In case, if you have any queries regarding this you can contact me through email, I will remain available there. I am waiting to get a positive reply from your side. Thank you.

Regards,

William Jaycob