

Two Day Leave Application for Office

1. Application for Two Day Leave Due to Personal Commitments

To,
The Principal,
[School Name],
[City Name],
[State Name],
India.

Subject: Application for Two Day Leave Due to Personal Commitments.

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class] in your esteemed school, am writing this application to kindly request a leave of two days on [Date 1] and [Date 2].

Due to some unavoidable personal commitments that demand my immediate attention, I am unable to attend school on the aforementioned dates. These commitments are of a personal nature and require my presence, making it impossible for me to attend school.

I assure you that I will take responsibility for catching up on all the lessons and assignments that I will miss during these two days. I request the school to provide me with the necessary assignments and homework, so that I can complete them on time.

I understand the importance of consistent attendance and I rarely miss school. I believe that my past attendance record stands testament to this fact.

Therefore, I kindly request you to grant me leave for these two days. I promise to resume my school from [Date 3] without fail.

Thank you for your understanding and support in this matter.

Yours sincerely,

[Your Name]
[Your Roll Number]
[Your Class]
Date: [Current Date]

2. Two Day Leave Application for Attending a Family Wedding

To,
The Principal,
[School Name],
[School Address],
[City],
[Date]

Subject: Leave Application for Two Days

Respected Sir/Madam,

I, [Your Name], a student of Class [Your Class] Section [Your Section] at your esteemed school, am writing this letter to inform you that I will not be able to attend school on [Date 1] and [Date 2] due to a family wedding.

The wedding is of my elder cousin, who holds a very close and dear place in my heart. As it is a significant family event, my presence is essential for the traditional ceremonies and rituals. The event will take place in a different city, which necessitates my absence from school for two days.

I understand the importance of regular school attendance and the impact my absence can have on my studies. I assure you that I will take extra measures to cover the missed topics and assignments, if any, during my absence.

I kindly request you to grant me leave for these two days. Your understanding in this matter is greatly appreciated.

Thank you.

Yours sincerely,

[Your Name],
Class [Your Class],
Roll No. [Your Roll No.]

cc: [Your Class Teacher's Name]

3. Application for a Two Day Medical Leave from Office

To,
[Recipient's Name],
[Recipient's Position],
[Company's Name],
[Company's Full Address],

Sub: Application for a Two Day Medical Leave

Respected [Recipient's Last Name],

I, [Your Full Name], working as a [Your Position] in the [Your Department Name] department, would like to bring to your kind attention that I am not feeling well and have been advised by my doctor to take rest for two days.

The doctor suspects I may have contracted a stomach infection, which causes me severe discomfort and weakness. I visited the doctor yesterday and, upon his advice, I underwent some tests. The results are awaited, and in the meantime, the doctor has advised complete bed rest for recovery.

Therefore, I kindly request you to grant me leave from [Starting Date of Leave] to [Ending Date of Leave]. I will ensure that my responsibilities are well taken care of during my absence. I can be reached via email or phone if there are any urgent matters that need my attention.

I assure you that I will return to work and resume my responsibilities as soon as I regain my health. I will also submit the medical certificate upon my return, if required.

Thank you for your understanding and support in this matter. I am sorry for any inconvenience this may cause and appreciate your cooperation.

Yours sincerely,
[Your Full Name],
[Your Position],
[Your Department Name],
[Today's Date]

4. Two Day Leave Application for Urgent Travel

To,
The Principal,
[School Name],
[School Address],
[City Name], [State Name]

Subject: Application for Two Day Leave for Urgent Travel

Respected Sir/Madam,

I, [Your Full Name], a student of Class [Your Class] Section [Your Section], humbly request you to kindly grant me leave for two days from [Start Date] to [End Date].

Due to an unforeseen and urgent circumstance, it has become imperative for me to travel to [Place Name] with my family. I assure you that I will make all possible efforts to cover the syllabus and homework that I may miss during my absence.

I understand the importance of regular attendance in school and it is with regret that I find myself in this situation where I have to request leave. I request your understanding and kindly ask you to consider my application favorably.

Thank you in advance for your consideration and I apologize for any inconvenience my absence may cause to the class or teachers.

Yours faithfully,
[Your Full Name]
[Roll Number]
[Date]

5. Application for Two Day Leave from Office for Home Renovation

To,
The Manager,
[Company Name],
[Company Address],
[City], [PIN]

Subject: Application for Two Day Leave from Office

Respected Sir/Madam,

I am writing this letter to formally request a two-day leave from the office. I am planning to renovate my house and the work is scheduled to start in the coming week. The renovation process requires my presence at home to supervise and coordinate the work with the contractors and laborers.

The dates for which I seek leave are [start date] and [end date]. During my absence, I have made arrangements with [colleague's name] to take care of my responsibilities so that the workflow is not disrupted in any way. I will also ensure to check my emails periodically for any urgent matters that need my attention.

I understand that taking leave during workdays can cause inconvenience. However, I assure you that I will make every effort to minimize any potential disruption during my absence and catch up with my work as soon as I return.

I request you to consider my application and grant me leave for these two days. I will be really grateful for your understanding and support in this personal matter.

Thank you for considering my request.

Yours sincerely,
[Your Name],
[Your Position],
[Your Employee ID],
[Date]