

Professional leave request for educational purposes

Subject: Request for Educational Leave of Absence

Dear [Supervisor/Principal Name],

I am writing to formally request a leave of absence from [start date] to [end date] in order to pursue [specific course, degree, or educational program]. This educational opportunity will enhance my skills and knowledge, which I believe will be beneficial to my role and contributions.

I have ensured that all responsibilities will be managed during my absence and am happy to discuss any arrangements to minimize disruption.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position/Role]

[Organization/Institution Name]

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