

Personal and sincere leave of absence letter for education

Subject: Request for Educational Leave

Dear [Supervisor/Principal Name],

I am truly excited about an upcoming educational opportunity in [field/course] and respectfully request leave from [start date] to [end date]. This program is vital for my personal and professional growth, and I believe it will allow me to contribute even more effectively upon my return.

I deeply appreciate your consideration and support.

Warm regards,

[Your Name]

[Your Position/Role]

[Organization/Institution Name]

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