

Leave request subject to approval or conditions

Subject: Provisional Request for Educational Leave

Dear [Supervisor/Principal Name],

I am writing to request a provisional leave of absence from [start date] to [end date] to pursue [course/program]. I understand that final approval is subject to organizational needs, and I am willing to discuss adjustments as necessary.

Thank you for reviewing my request.

Sincerely,

[Your Name]

[Your Position/Role]

[Organization/Institution Name]

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