

Leave Letter For Exam

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Name of the School/College/Institution]

[Address of the School/College/Institution]

[City, State, ZIP Code]

Subject: Leave Letter for Exam

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally request a leave of absence from [start date] to [end date] to prepare for and appear in my upcoming [mention the name of the exam, e.g., final exams, board exams, etc.].

I understand the importance of attending classes regularly, but due to the intense nature of the upcoming exam, I believe it is crucial for me to devote ample time for focused study and revision. During this period, I plan to create a study schedule and review all the necessary material to ensure my success in the exam.

I assure you that I am committed to my academic responsibilities, and I will do my best to make up for any missed classwork or assignments upon my return. I will also be reachable via email in case any urgent matters arise.

I kindly request your understanding and support in granting me this leave for the specified duration. I am confident that the time I spend in preparing for this exam will contribute significantly to my overall

academic performance.

Thank you for your consideration. I look forward to your positive response. Please let me know if there are any formal procedures or forms I need to fill out to formalize this request.

Sincerely,

[Your Full Name]

[Your Student ID, if applicable]

Enclosure: [If required, mention any documents attached, such as a copy of the exam schedule, etc.]