

Leave Letter for College Due to Exams

Subject: Leave Request for Examination Preparation

Respected [Professor Name],

I am writing to request leave from [Start Date] to [End Date] to prepare for my upcoming exams. I

assure you that I will cover all coursework and assignments during this period.

Thank you for your consideration.

Best regards,

[Your Name]

[Course/Year]

[College Name]

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