## **Study Leave Request Letter**

[Company Name]

Dear [Manager Name],
I am writing to request study leave from [Start Date] to [End Date] to pursue [Course/Training/Exam]
I have planned my work schedule to ensure that my responsibilities are not affected during this
period.
I would be grateful for your approval and support.
Thank you,
[Your Name]
[Position]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/leave-request-letter">https://www.lettersandtemplates.com/letters/leave-request-letter</a>