## Requesting leave for educational purposes

Subject: Application for Study Leave

Dear [Supervisor's Name],

I would like to request study leave from [Start Date] to [End Date] in order to prepare for [Exam/Training Program]. I have made arrangements to ensure my work responsibilities are managed during my absence.

I hope for your kind consideration.

Best regards,

[Your Name]

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