

Formal request to college administration

Subject: Request for Permission to Pursue Higher Studies

Dear [Principal/Head of Department],

I am writing to seek your kind permission to pursue [Course Name] at [College/University Name] starting from [Start Date]. This program aligns with my academic goals and professional aspirations.

I assure you that I will manage my current responsibilities effectively and maintain all required academic standards. Your approval will enable me to continue my education while fulfilling my commitments at [Current College/Department].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Current Course/Department]

[Contact Information]

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