

Casual email permission request

Subject: Request to Pursue Higher Studies

Hi [Professor/Dean Name],

I hope this message finds you well! I am planning to enroll in [Course/Program Name] at [University Name] and would like to request your permission to do so while continuing my current studies.

I will ensure that all my responsibilities here are managed properly. Please let me know if any additional steps or documents are required.

Best regards,

[Your Name]

[Department]

[Contact Information]

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