

Quick permission request email

Subject: Request for Study Permission

Hi [Professor/Dean Name],

I would like to request permission to enroll in [Course/Program Name] starting [Date]. I will ensure my ongoing responsibilities at [College/Department] are met.

Please let me know if any additional approvals or forms are needed.

Thanks,

[Your Name]

[Department]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/permission-letter-for-college-or-higher-studies>