

Study Leave Request Email Followup Template

Dear [Employer's Name],

I hope this message finds you well. I am writing to follow up on the study leave request I submitted on [Date]. I understand that you may have a busy schedule, and I wanted to ensure that you received and had an opportunity to review my request.

I am eager to plan accordingly and make any necessary preparations for my educational pursuits. If there are any additional details or documentation required from my end, please do not hesitate to let me know.

I greatly appreciate your consideration and support in this matter. Your guidance and approval will be instrumental in my pursuit of further education.

Thank you for your time, and I look forward to hearing from you at your earliest convenience.

Warm regards,