

Urgent Study Leave Email

Subject: Urgent Request for Study Leave

Dear [Manager's Name],

I apologize for the short notice, but I have just received confirmation for an accelerated course at [institution name] starting on [date]. I would like to request study leave from [start date] to [end date] to attend the program.

I understand the timing is tight, but I've taken steps to delegate my duties to [colleague's name] and ensure continuity during my absence. I truly appreciate your prompt consideration of this request.

Thank you for your understanding.

Sincerely,

[Your Name]

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