

[Your Name]
[Your Position]
[Your Department]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company/Organization Name]
Dear [Recipient Name],

Subject: Request for Educational Leave

I am writing to formally request educational leave from [Start Date] to [End Date] to pursue [specific course, training, or educational program] at [Institution/Organization Name].

The course will provide me with [briefly explain benefits of the course and how it relates to your role], which will enhance my skills and contribute positively to our team and organization.

I have ensured that my responsibilities will be adequately managed in my absence, and I am happy to assist in the transition during this period. Please let me know if you require any further information or documentation to support my request. Thank you for considering my application for educational leave.

Sincerely,
[Your Name]
[Your Position]