

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Study Leave

I am writing to formally request a study leave from [start date] to [end date] to pursue [briefly state the purpose of your study, e.g., a degree, certification, etc.].

This opportunity is crucial for my [career development, skill enhancement, etc.], and I believe it will greatly benefit my contributions to [Company's Name].

I am committed to ensuring a smooth transition of my responsibilities during my absence and will [mention any plans you have to delegate tasks or train a colleague].

I kindly ask for your support in granting this leave. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]