

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a leave of absence for educational purposes from [start date] to [end date]. During this period, I plan to [briefly explain your educational pursuits, such as attending a specific program or completing a course].

I believe this opportunity will enhance my skills and knowledge, ultimately benefiting my role at [Institution/Organization Name]. I understand the importance of my responsibilities and will ensure a smooth transition of my duties prior to my departure.

Please let me know if you require any further information or if there are forms I need to complete as part of this request. I appreciate your consideration and support in this matter.

Thank you for your attention to my request.

Sincerely,

[Your Name]
[Your Position/Title]