

Letter of Leave of Absence for Educational Purposes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] for educational purposes. I have enrolled in [Course/Program Name] at [Institution Name], which will significantly enhance my knowledge and skills in [Field/Subject].

I understand that my absence may cause some disruption, and I assure you that I will do my best to ensure a smooth transition before my departure. I will also make arrangements to catch up on any missed work upon my return.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]