

Letter of Request for Educational Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Title/Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from [start date] to [end date] for educational purposes. I have been accepted into [specific program/course] at [Institution Name], which will greatly enhance my skills and knowledge in [your field of study/career].

During my absence, I will ensure that all my responsibilities are managed appropriately, and I am committed to keeping up with any assignments and projects. I appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to discussing this with you at your earliest convenience.

Sincerely,

[Your Name]