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| Study Leave Letter Sample |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Manager (Authority name),

Institute Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institute Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub: Leave Application for Further Study**

Dear Sir/Ma’am,

The Higher Education Commission, (Country name) has recently offered a free six-month study program (Another country name) for the candidates fulfilling the criteria. For government and private servants, it is a prerequisite to get approval from the relevant authority.

Sir/Ma’am, I fulfill the criteria of this study program. I believe it is a once in a lifetime opportunity for me to fulfill my dream of studying abroad.

I am committed to continuing my services to the department after receiving higher education in (Country name). I shall be indebted to you for approving my leave application for the study program.

Thanking you in anticipation.

Yours faithfully,

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_