
Study Leave for Students

[School/University's Letterhead]

Study Leave Application

Student's Name: _____

Student ID: _____

Course/Program: _____

Date: _____

Subject: Application for Study Leave

To: [Dean's/Principal's Name]

Dear [Dean's/Principal's Name],

I am writing to formally request a study leave from [Start Date] to [End Date] to prepare for [Examination/Project/Thesis] and enhance my understanding of [Subject/Topic]. This leave will allow me to focus on my studies and perform better academically.

Details of Study Plan:

- Study Topic/Examination: _____
- Duration: _____

- Objective: _____

Reasons for Requesting Study Leave:

Study Schedule:

Date	Study Activity	Time	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact Information During Leave:

- Phone: _____
- Email: _____

Attached are the necessary documents and study plan for your reference. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Course/Program]