[Your Name]
[Your Student/Employee ID]
[Your Job Title/Position]
[Date]

[Supervisor's Name]
[Department Name]
[Company/Organization Name]

Subject: Request for Educational Unpaid Leave of Absence

Dear [Supervisor's Name],

I am writing to formally request an unpaid leave of absence for educational purposes. I wish to pursue [Name of Degree or Certification] at [Name of Educational Institution].

I am requesting this leave to begin on [Start Date] and plan to return to my position on [Return Date].

During this period, I intend to gain advanced skills in [Specific Subject Area], which I believe will greatly benefit my work here and contribute more effectively to the team upon my return. I am committed to completing my current projects and will ensure a smooth handover of my responsibilities to [Colleague's Name or Department] before my departure.

I have attached the program details and enrollment verification for your review. I am happy to discuss how my absence will be managed or any conditions regarding my return.

Thank you for considering my request for professional development.

Sincerely,

[Your Signature]
[Your Printed Name]