

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Request for Educational Leave for Exam Preparation

Dear [Manager's Name],

I am writing to formally request a period of educational leave to prepare for my upcoming [Name of Examination/Certification] scheduled on [Date of Exam].

I would like to request leave starting from [Start Date] to [End Date], totaling [Number] working days. I intend to return to my regular duties on [Return Date].

This qualification is directly relevant to my role as it covers [mention key skill or knowledge area], and I believe obtaining this certification will allow me to contribute more effectively to the team and the company's objectives.

To ensure a smooth workflow during my absence, I have taken the following steps:

- Completed [Task A].
- Handed over [Project B] to [Colleague's Name].
- Prepared documentation for any pending issues.

I am happy to discuss how my responsibilities will be covered during this period or adjust the dates if necessary to accommodate the team's schedule.

Thank you for considering my request and for supporting my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]