

Leave Letter For Exam Purpose - Sample Format

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Company/School Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you that I will be unable to attend [work/school] from [start date] to [end date] due to my upcoming examinations. As per the [company/school] policies, I am required to seek permission for any absence during this period.

I am currently enrolled in [mention your course/educational program] and my examinations are scheduled to take place during the aforementioned dates. In order to adequately prepare for and focus on my exams, I believe it is necessary for me to take this time off from [work/school].

I assure you that I will complete any pending tasks or assignments before my departure and will ensure a smooth transition of my responsibilities during my absence. I am also willing to provide any additional assistance or support required to minimize any inconvenience caused by my absence.

I have attached the examination schedule along with this letter for your reference. I kindly request you to grant me leave for the mentioned period. I will be readily available to resume my duties/classes from [return date] onwards.

Thank you for considering my request. If you require any further information or have any questions, please feel free to contact me at [your phone number] or [your email address].

Yours sincerely,

[Your Name]
[Your Signature (if sending a physical letter)]