To,

(Name of the sender)

(Designation of the respected person)

(Name of addressee)

Subject: letter of authorization to study while working.

Respected Sir/ Madam,

 I am an employee of your company (mention the name of the company or the name of the organization) for (mention years) years now. My name is (mention your name). I am writing this letter to inform you that I want to complete my studies while working with you. I need a clearance certificate from you for this reason. Due to my family’s poor financial condition I could not finish my studies.

At that situation, it was crucial to earn for my family. However, now my family is in a better financial condition. So, now I can fulfill my dream. As I am a brilliant student without wasting any time I would like to start my educational journey again.

By writing this letter I want to have authorization for my pending study while working at this organization. If you could kindly grant my letter I will be very grateful to you. Clearing my course is an ambition of my life. All the required documents are attached with this letter. Kindly go through the documents for your recommendation.

 As an employee of this company I will work harder than before to continue my study along with my work. I used to score good grades on my semesters. I will never give you any chance to disappoint you with my work.  I am begging you to grant the permission.

Kindly contact me at (mention your 10 digit mobile no) or mail me at (mention your email address) for any further query.

Faithfully,

(Name of the sender)