**Sample Request Letter for Permission to Study by Employee**

Date…

Boss/Manager/Higher Authority…

Department Name…

Company/Institute name…

Office Address…

***Sub: Letter Requesting Permission to Study***

Respected Sir,

I am writing this letter to you so that I can ask for your permission. It is stated that I am doing my job with full of my dedications from last 2 years (More/less). Now I want to continue my studies from a university, I know it’s against the company’s policy that not work and study at any place during the contract.

Sir, I want to continue my studies which I have left two years ago, But please allow me; you won’t face any disturbance in my work I guarantee you. I request you to help me with my studies fee and give me permission to take my university classes. So I can continue my job and studies both parallel.

Thank you,

Your name…

Job Designation…

Department Name…