Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State Zip Code

Dear Mr. /Ms. Last Name:

I am employed with your organization in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_ (capacity/job title). I draft this letter to seek permission from you to pursue my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (course of study). I know it is against the organizational employment policy to engage in any duty besides work.

Nonetheless, I have put in place solid measures to make up for the time that I shall be away. I have already presented a plan that shall see me alter my work periods to set aside ample time to pursue my studies.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (institution applied for) asked two things from me with regards to this issue. For one, they have requested that you send them an express written person directly. Then, they have also asked that you remit my annual fees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify exact amount) directly to them\_\_\_\_\_\_\_\_\_\_\_ (account number).

You have to send the written person within a fortnight from now. The other will come in later after I have already received my registration number.

Feel free to reach out to me for any clarification if need be. I sincerely hope that you won’t let me down.

Respectfully,

Signature (hard copy letter)

FirstName LastName