

To,  
The [Manager/Supervisor/HR Department]  
[Company/Organization Name]  
[Department]

Date: \_\_\_\_\_

Subject: Application for Study Leave (Paid Time Off)

Dear [Recipient's Name],

I am writing to formally request a study leave with paid time off from [start date] to [end date] in order to prepare for and attend [name of examination/course/seminar]. This professional development is essential for my personal and professional growth and will positively contribute to my role within the organization.

I kindly request you to grant me study leave for the above-mentioned period. During my absence, I will ensure that all my duties are properly managed and will coordinate with my colleagues to minimize any inconvenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Full Name]  
[Your Designation]  
[Employee ID]  
[Contact Details]