

Permission Request Letter For Exam

John A. Smith
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April 2, 2024

To,
Ms. Linda Hayes
HR Manager
Innovatech Solutions Inc.
4567 South Street
Newtown, CA, 94000

Subject: Request for Exam Permission

Dear Ms. Hayes,

I hope this letter finds you in good health and spirits. My name is John A. Smith, and I am a software developer in the R&D Department at Innovatech Solutions Inc. I am writing to request your permission to take time off from my duties to attend an important examination for my Master's degree in Computer Science, which I am pursuing part-time alongside my responsibilities at Innovatech Solutions Inc.

The examination is scheduled for April 15, 2024, from 9:00 AM to 12:00 PM, and will be held at the Newtown University Examination Center. In order to be well-prepared and ensure my punctual arrival, I would like to request the entire day off on April 15, 2024.

Understanding the importance of maintaining our department's productivity, I have already coordinated with my colleague, Emily Rogers, to cover any critical tasks during my absence. Additionally, I have ensured that all my ongoing projects are up-to-date. I believe that completing this examination successfully is not only crucial for my academic advancement but will also enable me to contribute more effectively to our team by enhancing my skills in the latest software development methodologies.

I assure you of my commitment to make up for the time off by working extra hours prior to and following the examination date. I hope for your understanding and support for this request. Should you need any further information or require me to complete any official leave request forms, please let me know.

Thank you very much for considering my request. I am looking forward to your affirmative response.

Yours sincerely,

John A. Smith

Attachments:

1. Examination Schedule
2. Enrollment Confirmation for Master's Degree Program
3. Letter of Recommendation from Department Head