**SAMPLE LETTER TO REQUEST FOR STUDY LEAVE/SCHOLARSHIP GRANT**

**(Employee to Department Head)**

(Date)

**MARIA ISABELLE G. CLIMACO**

City Mayor

Thru: (Name of Department Head)

(Office)

Dear Mayor Beng,

May I respectfully request Her Honor’s permission to allow me to avail of the **(**Study Leave Program/Scholarship Grant) to (Reason/Purpose) from (duration) at (venue).

Attached are the following:

* Transcript of Records
* Cedula
* Certificate of No Criminal or Administrative Case filed against the employee

Your favorable response on this request is most appreciated.

Very truly yours,

(Name of the employee)

(Position)