

# Application for Advanced Exam Leave

## 1. Application for Extended Study Leave to Prepare for CA Final Exam

To,  
The Manager,  
[Company Name],  
[Company Address]

Subject: Application for Extended Study Leave to Prepare for CA Final Exam

Respected Sir/Madam,

I, [Your Name], working as a [Your Position] in the [Department Name] at [Company Name], am writing to request an extended study leave for the preparation of my upcoming CA Final Exam, which is scheduled to take place on [Exam Date]. As you are well aware, the Chartered Accountant course is a highly challenging and demanding qualification, and passing the final exam requires a significant amount of time and effort.

In this regard, I kindly request your permission to grant me an extended study leave of [Number of Days] days, starting from [Leave Start Date] to [Leave End Date]. This leave period will allow me to concentrate and focus on my preparation for the exam, which is essential for me to perform well and achieve my goal of becoming a Chartered Accountant.

I assure you that I have completed my assigned tasks and responsibilities in the office and have handed over my work to my colleague, [Colleague's Name], who will be taking care of my duties during my absence. I will also be available on the phone and email for any urgent assistance, if required.

I sincerely hope that you will consider my request sympathetically and approve my extended study leave. I am confident that the knowledge and expertise I gain from passing the CA Final Exam will be beneficial for our organization in the long run. Thank you for your understanding and support.

Yours sincerely,

[Your Name]  
[Your Position]  
[Department Name]  
[Contact Details]

## **2. Application for Deferred Exam Participation Due to Family Commitments**

To,  
The Principal,  
[Name of the Institution],  
[Address of the Institution],  
[City, State, Pin code]

Subject: Application for Deferred Exam Participation Due to Family Commitments

Respected Sir/Madam,

I, [Your Name], a student of [Your Class / Course] at [Name of the Institution], with Registration Number [Your Registration Number], humbly request your kind attention regarding an important matter.

Due to unforeseen family commitments, I am unable to appear for the upcoming examination scheduled on [Date of Exam]. It is an unavoidable situation, as I have to attend a significant family event which requires my presence. I understand the importance of the examination, and it was not an easy decision for me to make.

I kindly request you to consider my situation and grant me permission to defer my examination participation to a later date. I assure you that I will put my best efforts to prepare for the examination and maintain my academic performance. I am willing to comply with any necessary formalities or procedures in this regard.

Please accept my sincere apologies for any inconvenience this may cause. I am hopeful that you will understand my predicament and grant me the opportunity to take the exam at a later time.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Class / Course]

[Your Registration Number]

[Contact Information]

### **3. Requesting Permission to Sit for a Competitive Examination While on Leave**

To,

The Principal,

[Name of the Institute],

[Address],

[City, State, PIN Code]

Subject: Requesting Permission to Sit for a Competitive Examination While on Leave

Respected Sir/Madam,

I, [Your Name], a student of [Class/Year] in your esteemed institution, kindly request your permission to sit for a competitive examination while on leave. I am writing this application to inform you that I have been preparing for the [Name of the Competitive Exam] and the exam is scheduled to be held on [Date].

As the date of the examination clashes with my academic schedule, I would like to seek your permission to be on leave from the institute for a period of [Number of Days]. I assure you that I will make up for the missed lectures and assignments during the leave period.

I humbly request you to grant me the necessary permission and leave to appear for the said competitive examination. Your kind consideration in this matter would be highly appreciated.

Thanking you in advance.

Yours sincerely,  
[Your Name]  
[Roll Number]  
[Class/Year]  
[Contact Number]

## **4. Application for Excused Absences for Advanced Professional Exam Preparation**

To,  
The Principal,  
[Institute Name],  
[Institute Address],  
[City, Postal Code]

Subject: Application for Excused Absences for Advanced Professional Exam Preparation

Respected Sir/Madam,

I, [Your Name], am a student of [Course/Branch] in [Semester/Year] at your esteemed institution. This application is to kindly request your permission for excused absences from [Start Date] to [End Date], as I am preparing for the [Name of the Advanced Professional Exam] which is scheduled to be held on [Exam Date].

The [Name of the Advanced Professional Exam] is a highly competitive and crucial examination in my professional journey. Sincere dedication, hard work, and focused preparation are required to crack this exam. Therefore, I would like to utilize the mentioned days completely for my preparation without any distractions.

I assure you that I will cover the missed syllabus and content during my absence and will be responsible for any assignments or academic activities missed during this period. I am dedicated to maintaining my academic performance, and I am confident that this opportunity to prepare for the exam will not affect my academic record in any negative way.

I humbly request you to grant me the excused absences for the mentioned period to prepare for the [Name of the Advanced Professional Exam]. Your kind support and understanding in this regard would be highly appreciated.

Thank you for considering my application.

Yours sincerely,

[Your Name]  
[Roll Number]  
[Course/Branch]  
[Semester/Year]  
[Contact Number]  
[Email Address]

## **5. Supportive Exam Leaves Application for Better Work-Life Balance**

To,  
The Principal,  
[School/College Name],  
[Address],  
[City], [Postal Code]

Subject: Supportive Exam Leaves Application for Better Work-Life Balance

Respected Sir/Madam,

I, [Your Name], a student of class/semester [Your Class/Semester] in the [Department Name], kindly request you to grant me exam leaves to maintain a better work-life balance during the upcoming examinations.

Our examinations are scheduled to begin on [Starting Date] and will continue until [Ending Date]. As an earnest student, I firmly believe that proper preparation and sufficient rest are crucial for performing well academically. To ensure a healthy balance between my studies, extracurricular activities, and personal life, I humbly request leave for the entire duration of the examinations.

By granting me these leaves, I will be able to focus on my studies while managing other aspects of my life effectively. This will ultimately lead to better academic performance and overall well-being.

I assure you that I will be regular in my classes once my examinations are over, and I will make up for any missed lessons or assignments during the leave period.

I am enclosing a copy of the examination schedule for your kind perusal. Kindly consider my request and approve the exam leaves for the mentioned duration. Your support in maintaining a healthy work-life balance during this crucial time will be highly appreciated.

Thanking you,

Yours faithfully,

[Your Name]

Class/Semester: [Your Class/Semester]

Roll Number: [Your Roll Number]

Date: [Today's Date]