To,

The Manager (their name)  
(Company Name),  
(Company Address),

Subject: Leave for Exam Preparation

Dear (Mr., Mrs., Ms. Last Name),

I would like to inform you that I am (your name) working in a (position) in your office.

Right now, I am also taking some classes related to (your future degree) and my exam will be starting next week (day and date). Therefore, I will need to have a (how many days or weeks) leave for preparing for the exam.

It is requested to give me leave for this time from (start date) to (end-date).

After my exam, I will try to be regular in the office. I will be grateful if you can grant me this favor.

Yours Sincerely,

(Your name)  
(Job designation)  
(Contact Number)  
(Signature)