

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Institution's Name]
[Department/Office]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from my studies at [Institution's Name] for the academic term of [start date] to [end date].

Due to [briefly explain reason, e.g., personal health issues, family obligations, etc.], I believe that a leave of absence is necessary to ensure I can return to my studies with renewed focus and commitment. I have considered this decision carefully and believe it is in my best interest at this time.

I plan to [mention any steps you will take during the leave, if applicable, e.g., stay connected with coursework, attend workshops, etc.]. I will ensure that all responsibilities are managed appropriately before my leave begins.

I appreciate your understanding and support regarding my situation. Please let me know if there are any forms or procedures I need to complete as part of this request.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]