

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

[Recipient Name]  
[Recipient Title]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of my absence from university from [start date] to [end date] due to [brief reason for absence, e.g., personal reasons, medical issues, family obligations].

I understand the importance of maintaining my academic responsibilities and assure you that I will take the necessary steps to catch up on any missed coursework and assignments during my absence. Please let me know if there are specific procedures I should follow or forms I need to complete regarding this leave.

Thank you for your understanding. I look forward to continuing my studies upon my return.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]