

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[School/Institution Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an educational leave of absence from [start date] to [end date] due to [brief explanation of the reason, e.g., participation in a specific educational program, internship opportunity, etc.].

During this time, I will ensure that I stay updated with class assignments and responsibilities to the best of my ability. I will also communicate with my teachers and classmates to make up for any missed work.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Grade/Class]