

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

[Recipient Name]
[Department Name]

Fox Valley Technical College
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from my studies at Fox Valley Technical College for [duration of leave, e.g., one semester]. This leave is necessary due to [brief explanation of reason, e.g., personal health issues, family matters, etc.].

I understand the importance of my coursework and assure you that I am committed to returning to my studies as soon as I am able. I plan to return on [expected return date].

Thank you for considering my request. I would appreciate any guidance you can provide regarding the process for this leave.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID (if applicable)]