

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

[Recipient's Name]  
[Recipient's Title]  
[Institution's Name]  
[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 [start date] to [end date] due to [brief reason for absence, e.g., personal, medical, family reasons].  
I understand the importance of [coursework, attendance, etc.] and have taken steps to ensure my responsibilities are covered during my absence. [Mention any arrangements made, if applicable.]  
I kindly ask for your understanding and support regarding my request. Please let me know if there are any forms or procedures I need to complete to formalize this request.  
Thank you for considering my situation. I look forward to your positive response.  
Sincerely,  
[Your Name]  
[Your Student ID, if applicable]