

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

The Dean
Jawaharlal Nehru University
[University Address]
[City, State, Zip Code]

Subject: Leave Application

Dear [Dean's Name],

I am writing to formally request a leave of absence from my studies at Jawaharlal Nehru University due to [reason for leave, e.g., medical issues, personal matters, family obligations, etc.].

I would like to request leave starting from [start date] to [end date]. During this period, I will ensure that my academic responsibilities are managed and that I keep up with the coursework.

I appreciate your understanding and support regarding my situation. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Student ID]

[Course and Year]