

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

[Recipient's Name]
[Title]
[Educational Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Leave Request

I am writing to formally request a [number of days] leave of absence from [start date] to [end date] due to [reason for leave, e.g., personal, medical, family commitment, etc.].

I understand the importance of my responsibilities and classes during this time, and I assure you that I will take the necessary steps to minimize any disruption. [Optional: Mention plans for covering responsibilities or catching up on missed work.]

I would greatly appreciate your understanding and support regarding this matter. Please let me know if you need any further information or documentation to process this request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Grade]
[Your Student ID (if applicable)]