

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[College/University Name]
[Department/Office]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from
[College/University Name] for the period of [start date] to [end date].
The reason for my request is [brief explanation of why you need the
leave].

I have taken steps to ensure that my coursework is managed during my
absence by [mention any arrangements made, if applicable]. I am committed
to staying on track and will coordinate with my professors to make up any
missed assignments and exams.

Please let me know if you require any further information or
documentation to support my request. Thank you for considering my
application for a leave of absence. I look forward to your favorable
response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]