

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Professor's/Instructor's Name]
[Department]
[College/University Name]
[College Address]
[City, State, Zip Code]

Dear [Professor's/Instructor's Name],
Subject: Application for Leave of Absence

I am writing to formally request a leave of absence from college due to [briefly explain reason, e.g., medical reasons, family issues, personal matters]. I would like to request leave starting from [start date] to [end date].

I assure you that I will keep up with the coursework and will make arrangements to catch up on any missed classes and assignments during my absence. I have attached any necessary documentation, such as a medical certificate, if applicable.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

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