

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

Office of Student Life  
Ohio State University  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "Office of Student Life"],  
Subject: Request for Leave of Absence

I hope this message finds you well. I am writing to formally request a leave of absence from my studies at Ohio State University for the [specify the semester/year, e.g., "Spring 2024 semester"] due to [briefly explain the reason, e.g., "personal health issues," "family obligations," etc.].

My student ID is [Your Student ID]. I have carefully considered my situation and believe that a leave of absence will allow me to [explain how the leave will benefit your situation, e.g., "focus on my health," "support my family," etc.].

I understand the implications of this request and am aware of the necessary procedures for maintaining my student status. I plan to return to my studies in [mention your intended return date, e.g., "Fall 2024"], and I am committed to staying engaged with my academic responsibilities. Please let me know if you require any additional information or documentation to support my request. I appreciate your attention to this matter and look forward to your favorable response.

Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Major/Program]  
[Your Student ID]