

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[School/University Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave, e.g., personal, medical, family matters].

I understand the importance of attending classes and keeping up with assignments, and I assure you that I will do my best to stay updated during my absence. I will coordinate with my classmates and teachers to ensure I complete any required work promptly.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

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