

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Office Name]  
University of Arizona  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my studies at the University of Arizona for [specify the duration, e.g., one semester, one year, etc.], starting from [start date] to [end date]. Due to [briefly explain the reason for the leave, e.g., personal health issues, family responsibilities, academic setbacks, etc.], I believe that taking this leave will allow me to [mention any positive outcome, e.g., recuperate, address personal matters, focus on other commitments, etc.]. I have consulted with my academic advisor, [Advisor's Name], and have taken the necessary steps to ensure that my absence will not adversely impact my academic progress. [Optional: mention any plans to stay engaged during the leave or intentions for course completion afterward.]

I kindly ask for your support in granting my request and the necessary arrangements to facilitate this leave of absence. If you require any additional documentation or have questions regarding my request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Student ID Number] (if applicable)