

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

[Recipient's Name]
[Department Name]

Wuhan University
[University Address]
[City, Postal Code]

Dear [Recipient's Name],
Subject: Leave Application

I am writing to formally request a leave of absence from my duties as
[Your Position] in the [Department Name] from [Start Date] to [End Date].
The reason for my requested leave is [briefly explain your reason, e.g.,
medical reasons, personal matters, family commitments, etc.].

I assure you that I will ensure a smooth transition of my
responsibilities before my departure and will make arrangements for any
urgent matters during my absence. I am committed to maintaining the
continuity of my work and will be available via email for any urgent
queries.

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

Sincerely,
[Your Name]
[Your Position]
[Department Name]
Wuhan University