

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

[Recipient Name]
[Title/Position]
Yharnam University
[Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from my studies at Yharnam University for [duration of leave], starting from [start date] to [end date].

The reason for my request is [briefly explain the reason for your leave]. I believe that this time away from my studies will allow me to [explain how this leave will benefit you or your situation].

I am committed to ensuring that my coursework is up-to-date prior to my leave. I would appreciate any guidance on how to manage my academic responsibilities during this time.

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

Sincerely,

[Your Name]
[Student ID Number]