

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Office for Student Affairs/Registrar]
Yakima Valley Community College
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Leave of Absence Request

I hope this message finds you well. I am writing to formally request a leave of absence from my studies at Yakima Valley Community College for the [specify term/year, e.g., Spring 2024] semester.

Due to [briefly explain your reason, e.g., personal health issues, family commitments, etc.], I believe that taking a temporary leave is the best course of action for my academic and personal well-being. I plan to return to my studies in [specify when you plan to return, e.g., Fall 2024] and am committed to continuing my education at YVCC.

I would appreciate your guidance on the necessary steps I need to take in order to formalize this request and ensure a smooth transition during my leave.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Student ID Number]