

[Your Name]
[Your Student ID]
[Your Program/Department]
Zhejiang University
[Your Email Address]

[Date]
[Recipient's Name]
[Recipient's Position]
[Department Name]

Zhejiang University

Dear [Recipient's Name],

Subject: Request for Leave of Absence

I hope this message finds you well. I am writing to formally request a leave of absence from my studies at Zhejiang University due to [briefly explain reason, e.g., personal health issues, family obligations, etc.].

I would like to request leave starting from [start date] to [end date].

During this time, I will ensure that I [mention any arrangements made, e.g., keep up with coursework, communicate with professors, etc.].

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]

[Your Signature (if printed)]