

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department/School Name]
[University/College Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Academic Leave

I hope this message finds you well. I am writing to formally request an academic leave of absence for [duration of leave] from [start date] to [end date] due to [brief explanation of reason, e.g., personal circumstances, health issues, family matters, etc.].

I understand the importance of maintaining my academic responsibilities and assure you that I have considered this decision carefully. I am committed to making arrangements to minimize the impact of my absence on my studies and to catch up on any missed work upon my return.

Please let me know if you require any further information or documentation regarding my request. I greatly appreciate your understanding and support during this time.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Student ID]
[Your Program/Department]