

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to my preparation for upcoming examinations.

As these exams are crucial for my academic progression, I would greatly appreciate your understanding and support during this period. I assure you that I will make every effort to catch up on any missed assignments or classwork.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Class/Position, if applicable]