

Letter of Request for Academic Leave of Absence

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Insert Recipient's Name],

I am writing to formally request a leave of absence from my academic studies at [Insert Institution's Name] for the [Insert Semester/Year], as I have decided to pursue a career change that necessitates my full attention and commitment.

After much consideration, I have made the difficult decision to transition from my current field of study in [Insert Current Field] to [Insert New Career Field]. I believe this change will provide me with greater opportunities for personal and professional growth.

I kindly ask for your understanding and support regarding my need to take this leave of absence. I plan to return to my studies in [Insert Desired Return Semester/Year] and continue my academic journey with renewed focus and direction.

Thank you for considering my request. I am happy to discuss this matter further and provide any additional information that may be required.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]