

Letter of Request for Academic Leave of Absence

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Department/Office Name]
[University Name]
[University Address]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my studies in [Program Name] for [Duration of Leave] due to family obligations that require my immediate attention. This decision has not been easy, but it is necessary for me to address these personal matters.

I have given considerable thought to my academic progress and plan to ensure that this leave will not impact my long-term educational goals. I will remain committed to catching up on any missed coursework and will work closely with my professors to make necessary arrangements.

I hope to return to my studies in [Expected Return Date] and continue pursuing my degree with renewed focus. Thank you for considering my request. I appreciate your support and understanding during this difficult time.

Yours sincerely,
[Your Name]
[Your Student ID]
[Your Program/Department]
[Your Contact Information]