

Request for Academic Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[University/College Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my academic studies for the duration of my internship opportunity at [Company/Organization Name], which will take place from [Start Date] to [End Date]. This internship is a critical component of my professional development in [Your Field of Study] and aligns perfectly with my career goals.

I have carefully considered the implications of my absence and have made a plan to keep up with my course requirements during this period. I am committed to collaborating with my professors to ensure I can complete necessary assignments and maintain my academic standing upon my return.

I kindly request your support in granting me this leave of absence. I am happy to provide any additional documentation or information you may need to facilitate this process.

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

Sincerely,

[Your Name]

[Your Student ID Number]