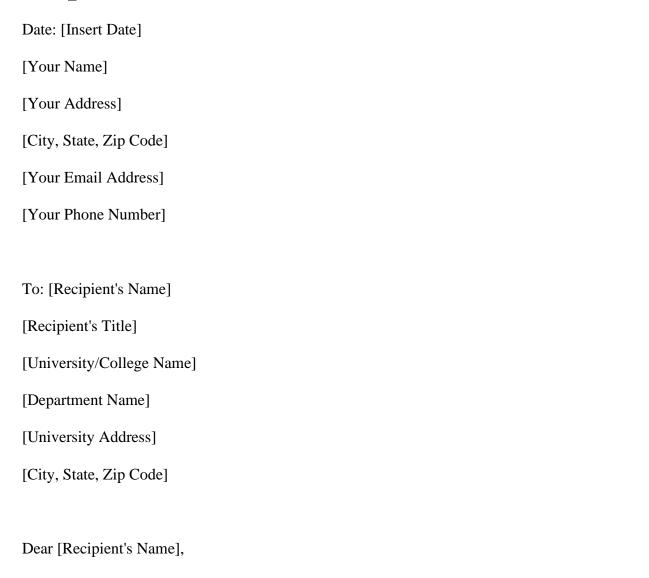
## **Request for Academic Leave of Absence**



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	e.

Sincerely,

[Your Name]

[Your Student ID Number]