

Request for Academic Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my studies for the upcoming semester due to mental health reasons. I believe that taking this time off is essential for my well-being and academic success.

Over the past months, I have been experiencing challenges that have impacted my mental health. After consulting with my healthcare provider, I have come to the conclusion that stepping away from my academic responsibilities will provide me with the necessary time to focus on my healing and self-care.

I kindly ask for your understanding and support regarding my request. I plan to return to my studies after this break, with a renewed focus and commitment to my academic goals. I am willing to provide any necessary documentation from my healthcare provider to support my request.

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

Sincerely,

[Your Name]