

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Title/Position]
[University/College Name]
[Department]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a leave of absence from my studies at [University/College Name] for military service. My name is [Your Name], and I am currently enrolled in the [Your Program/Department] as a [Your Year, e.g., sophomore, junior].

I have been officially called to serve in the [branch of military], and my service will begin on [Start Date] and is expected to conclude on [End Date]. Given this obligation, I kindly ask for your understanding and support in granting me a leave of absence for the duration of my service.

I assure you that I am committed to my education and will take all necessary steps to return to my studies upon completion of my military duties. I have also discussed my situation with my academic advisor, [Advisor's Name], who is supportive of my request.

Thank you for considering my request. I look forward to your positive response. Please let me know if you require any further information or documentation.

Sincerely,
[Your Name]
[Your Student ID Number]