

# Academic Leave of Absence Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from my studies for personal reasons. I am currently enrolled in [Insert Program/Department] at [Insert Institution's Name] and have greatly enjoyed my academic experience thus far.

Unfortunately, due to [briefly explain reason, e.g., personal health issues, family circumstances], I find it necessary to take a step back for a period of time. I believe this time away will allow me to address my current situation and return to my studies rejuvenated and ready to succeed.

I would like to request a leave of absence starting from [Insert Start Date] to [Insert End Date]. During this time, I will remain committed to resolving my personal matters and am hopeful to return to my studies on [Insert Return Date].

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if you require any further information or documentation to process my request.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]