

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]
[Recipient's Title]
[Department/College Name]
[University Name]
[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an academic leave of absence for a period of [insert duration] starting from [insert start date] to [insert end date]. I intend to dedicate this time to a significant research project titled "[insert project title]," which aligns with my academic goals and contributes to the field of [insert relevant field].

During this period, I will be focusing on [briefly explain the goals of your research project and its significance]. I believe that this leave will allow me to deepen my knowledge and enhance my contributions to [insert relevant academic program or institution].

I have discussed this research project with my advisor, [insert advisor's name], who supports my decision to pursue this opportunity. I am committed to ensuring a smooth transition for my [courses/responsibilities] during my absence.

Thank you for considering my request. I am happy to provide any additional information or discuss this matter further at your convenience. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Student ID if applicable]