

Request for Academic Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[College/University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my academic program for the upcoming [insert term/year] semester to participate in a study abroad program in [country]. This program is an invaluable opportunity that will enhance my academic and personal growth.

The study abroad experience will not only allow me to broaden my cultural views but will also provide courses that directly align with my major in [Your Major]. I have ensured that the credits will be transferable and have spoken with my academic advisor regarding this leave.

I kindly ask for your support in granting me this leave of absence. I am hopeful to return to my studies with a renewed perspective and further knowledge that will contribute positively to my academic journey.

Thank you for considering my request. I am looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID]