

# Letter of Request for Academic Leave of Absence

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title/Position]  
[Department/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 the period of [start date] to [end date] due to my planned travel and exploration endeavors.

As part of my personal and academic growth, I have decided to undertake a journey to [destination(s)] where I intend to [briefly explain purpose e.g., conduct research, cultural exploration, volunteer, etc.]. This experience is crucial for my development in [relevant field or study] and will significantly enhance my understanding and perspective.

I assure you that I will take all necessary measures to ensure my coursework and responsibilities are adequately managed during my absence, including [mention any arrangements like communicating with professors, covering assignments, etc.]. I am committed to maintaining my academic standing and fulfilling my obligations.

I kindly ask for your understanding and support in this matter. I am looking forward to your approval of my request. Please let me know if you need any additional information or documentation.

Thank you for considering my request. I appreciate your time and attention.

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Program and Year]  
[Your Contact Information]