

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

[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for an academic leave of absence for the [upcoming semester/academic year] in order to pursue a research opportunity that has significant relevance to my field of study.

This opportunity involves [briefly describe the research opportunity and its relevance], which aligns with my academic goals and career aspirations. I believe that participating in this research will enhance my skills and knowledge, ultimately benefiting my academic performance upon my return.

During my absence, I plan to maintain communication with my professors and stay updated on my coursework to ensure a smooth transition back into my studies. I am committed to making the most of this experience and applying what I learn to my future academic endeavors.

I kindly request your consideration of my appeal for this leave of absence. I am grateful for your support and understanding, and I look forward to discussing this matter further.

Thank you for considering my request.

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