

# Letter of Declaration for Academic Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title or Position]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my academic studies at [Institution's Name] for the duration of my required military service.

As a dedicated student in the [Your Program or Major] program, I understand the importance of my academic commitments. However, I have been called to serve in the military due to [briefly explain the reason if necessary, such as a draft notice or enlistment]. This obligation will commence on [start date] and is expected to last until [end date].

I kindly ask for your understanding and support in granting me this leave of absence, starting from [start date] until my return on [return date]. I assure you that I will fulfill any necessary requirements to ensure a smooth transition before my departure, and I aim to reintegrate into my studies promptly upon completion of my service.

Thank you for considering my request. I am eager to discuss this matter further and provide any documentation needed to support my application.

Sincerely,

[Your Name]

[Your Student ID]