

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[University Address]

[City, State, Zip Code]

Subject: Request for Academic Leave of Absence

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an academic leave of absence for the [upcoming semester/academic year] due to financial hardship. Despite my best efforts to manage my finances, I am currently facing unexpected financial difficulties that have made it challenging for me to continue my studies at this time.

During this period, I plan to focus on securing the necessary resources to return to my studies in a stable financial condition. I believe that this leave of absence will allow me to address my situation effectively without compromising my academic performance in the long run.

I kindly ask for your understanding and support regarding my request. If you need any further information or documentation, please do not hesitate to contact me. I look forward to your favorable response.

Thank you for considering my request.

Sincerely,

[Your Name]