

# Inquiry Regarding Academic Leave of Absence for Internship

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[University/Institution Name]  
[Department]  
[Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student in the [Your Program Name] at [University/Institution Name]. I am writing to inquire about the possibility of taking an academic leave of absence in order to pursue an internship opportunity that I believe will be immensely beneficial to my professional development.

The internship, which is scheduled to take place from [Start Date] to [End Date], is with [Company/Organization Name], and will allow me to gain hands-on experience in [Brief Description of the Internship Field/Role]. As this is a unique opportunity, I would like to understand the process for formally requesting a leave of absence during this period.

Could you please provide me with the necessary guidelines and any pertinent information regarding approval and implications for my academic standing? I appreciate your assistance and look forward to your guidance on this matter.

Thank you for your time and consideration.

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