

# Letter of Justification 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]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my academic studies for the period of [insert dates]. The purpose of this leave is to undertake travel that is both educational and culturally enriching.

During this period, I plan to travel to [destination(s)] where I will [briefly describe travel plans and their relevance to your academic or personal development]. I believe that this experience will enhance my understanding of [specific academic interests or fields] and contribute to my growth as a student.

I am committed to ensuring that my academic responsibilities are managed during my absence. I will coordinate with my professors and fellow classmates to keep up with assignments and any other essential coursework. I am also willing to discuss potential arrangements to make this leave feasible without impacting my progress.

Thank you for considering my request. I hope to receive your approval to proceed with my travel plans. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Student ID]  
[Your Academic Program]