

Notification of Academic Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[University/College Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intention to take a leave of absence from my academic studies due to family obligations that require my immediate attention.

The duration of my requested leave is from [Start Date] to [End Date]. I believe this time will allow me to address my family matters effectively and return to my studies with renewed focus.

I kindly request your support in this matter and guidance on any necessary steps I should undertake during this process. I appreciate your understanding and assistance.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]