

Letter of Request for Academic Leave of Absence

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[University/Institution Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my academic studies at [University/Institution Name] for personal reasons. I am currently enrolled in [Your Program or Course Name], and my student ID is [Your Student ID].

Due to [briefly explain reasons, e.g., personal, medical, or family circumstances], I believe it is in my best interest to take a temporary leave from my studies to focus on these matters. I anticipate that my leave will be for [duration of leave, e.g., one semester, one year, etc.], starting from [start date] and ending on [end date].

I assure you that I am committed to resuming my studies upon my return, and I will keep in touch with my academic advisor to ensure a smooth transition back to my academic responsibilities. I kindly request your understanding and support during this time.

Thank you for considering my request. I am happy to provide any additional information or documentation necessary to support my application. I look forward to your favorable response.

Sincerely,

[Your Name]