

# Request for Academic Leave of Absence

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[University/College Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my studies at [University/College Name] for the upcoming [semester/term] due to mental health reasons. I believe that taking this time off is essential for my well-being and academic success.

I have been experiencing [briefly describe the situation, e.g., anxiety, depression], and I feel that a focused period of rest and treatment will enable me to return to my studies with renewed strength and focus. I am committed to my education and wish to ensure that I can perform to the best of my abilities upon my return.

I have consulted with a mental health professional who supports my decision for a leave of absence. I am aware of the academic policies regarding leaves and am prepared to follow any necessary procedures required for this request.

I kindly ask for your understanding and support during this time. Please let me know if you need any further information or documentation to process my request.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]