

Leave Request Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Department

University Name

University Address

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] due to [reason]. I understand the importance of my responsibilities and assure you that I will make every effort to minimize any disruptions during my absence.

During this time, I will [mention any arrangements you will make, if applicable]. If necessary, I can be reached at [your phone number/email] for any urgent communications.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

Your Name