

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[College Name]

[Department Name]

[College Address]

[City, State, Zip Code]

Dear [Professor/Dean's Name],

I am writing to formally request a leave of absence from my studies due to a health condition that requires my immediate attention. I have been experiencing [briefly describe the health condition], and my physician has advised that I take time off to focus on my recovery.

I kindly request leave starting from [start date] to [end date]. During this period, I will ensure that I keep up with my coursework and communicate with my professors regarding any missed assignments or lectures.

I have attached a medical certificate from my healthcare provider for your reference. I appreciate your understanding and support during this time.

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

Sincerely,

[Your Name]

[Your Student ID]