

Health-Related Absence Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an absence from [specific dates] due to health-related issues. I have been advised by my healthcare provider to take this necessary time off to ensure a full recovery.

I understand the importance of keeping up with my coursework and am committed to maintaining my academic responsibilities. I will ensure to keep in touch with my professors and catch up on any missed assignments or lectures during my absence.

Thank you for your understanding. I appreciate your support during this time. Please let me know if you require any additional information or documentation regarding my health status.

Sincerely,

[Your Name]

[Your Student ID]