

Medical Leave Inquiry

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally inquire about the process for taking a medical leave of absence from my studies at [University Name]. Due to [briefly describe medical issue, e.g., health complications], I find it necessary to prioritize my recovery at this time.

Could you please provide me with information regarding the necessary steps, required documentation, and any important deadlines I should be aware of? Additionally, I would appreciate guidance on how my absence may affect my current coursework and any potential options for resuming my studies in the future.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]