

# Health-Related Leave Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[University Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I will be unable to attend classes and other university-related activities due to health-related issues. My healthcare provider has advised me to take a leave of absence to ensure a full recovery.

My leave will commence on [Start Date] and is expected to conclude on [End Date]. I will ensure to keep up with all class assignments and responsibilities during my recovery period. If possible, I would appreciate any guidance on how to manage coursework during this time.

Thank you for your understanding and support. Please feel free to contact me via email or phone should you require any additional information.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]