

# Request for Health Leave

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[University's Name]  
[Department/Office Name]  
[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request health leave from my studies at [University's Name] due to [brief explanation of health issue]. I am a [your year, such as sophomore] student in the [your major] program.

My doctor has advised that I take a leave of absence to focus on my recovery. Therefore, I kindly request to be granted leave from [start date] to [end date]. I understand the importance of my responsibilities and assure you that I will make every effort to catch up on missed coursework upon my return.

Attached to this letter is the medical documentation confirming my situation. I would greatly appreciate your understanding and support during this time.

Thank you for considering my request. Please feel free to contact me at [your phone number] or [your email address] should you need further information.

Sincerely,

[Your Signature (if submitting a hard copy)]  
[Your Name]