

I kindly request that you consider granting me an educational leave of absence for the

or providing documentation].

[Semester/Year] to [End Date of Leave]. I am confident that this leave will allow me to [mention how the leave will contribute positively to your personal and academic growth].

I am grateful for the education and opportunities provided by [Name of Educational Institution], and I look forward to returning and continuing my studies after the leave period. Thank you for your understanding and consideration of my request.

Please feel free to contact me via email at [Your Email Address] or by phone at [Your Phone Number] if you require any further information or if there are any additional steps I need to take.

Thank you for your attention to this matter. I appreciate your time and consideration.

Sincerely,

[Your Signature]

[Your Full Name]

Enclosure: [List any documents or forms you are including with the letter, if applicable]