Student leave request for family wedding

Subject: Leave of Absence Request for Family Wedding

Dear [Professor/Dean's Name],

I am writing to formally request a leave of absence from my academic responsibilities to attend my cousin's wedding ceremony.

As a [Year] year student in [Department/Program], I understand the importance of maintaining consistent attendance. However, this family wedding is a significant cultural event that requires my mandatory presence.

The wedding is scheduled for [Date] in [Location], and I will need to be absent from [Start Date] to [End Date]. During this period, I will miss [specific classes/exams/assignments].

I am committed to making up for any missed coursework and would like to discuss:

- Alternative arrangements for any scheduled exams
- Extension deadlines for pending assignments
- Access to lecture notes and materials
- Any additional requirements to maintain my academic standing

I have maintained a good academic record with a GPA of [X.X] and have never requested leave before. I assure you that I will catch up on all missed content promptly upon my return.

I would be grateful if you could approve this leave request and guide me on the necessary procedures to ensure I don't fall behind in my studies.

Thank you for your consideration.

Respectfully,

[Your Name]

[Student ID]

[Course/Program]

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