

Simple College Leave Letter

Subject: Request for Leave

Dear [Professor/Head of Department],

I am writing to request leave from [Start Date] to [End Date] due to [reason, e.g., personal reasons, illness]. I will ensure that I complete all pending assignments and catch up on any missed lectures.

Thank you for your understanding.

Sincerely,

[Your Name]

[Course/Year]

[College Name]

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