



Date:

Subject: Leave Application

Dear [Instructor's/Advisor's Name],

I am[Student's Name]....., a student enrolled in
.....[Class Code, Class Title, Section]..... under your instruction, as
part of the[Program and Year, e.g., Bachelor of Arts in Language for
Careers, Year 3]....., with Student ID[Student ID
Number]..... I am writing to formally request leave from[Start
Date]..... to[End Date]....., due to[brief reason, e.g., health
reasons, family commitment, or personal matters].....

Details:

● **Total Days of Leave:**

.....
.....

● **Reason for Leave:**

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.....
.....
.....

During my leave, I will make arrangements to catch up on any missed assignments or coursework and coordinate with classmates for notes and updates. I kindly ask for your support in accommodating this request and any guidance on necessary arrangements.

Thank you for considering my application. I look forward to your approval.

Sincerely,

.....[Student's Signature].....

(.....[Student's Name].....)

Bachelor of Arts in

Tel:

Email:

Parent/Guardian Certification

I,[Parent/Guardian's Name]....., hereby confirm that the information provided in this leave application by my child/ward,[Student's Name]....., is accurate and true to the best of my knowledge.

Parent/Guardian Contact Information:

- Tel:
- Email:

Signature:[Parent/Guardian's Signature].....

Date: