

Function Leave Letter - To College Head

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Dean's Name]
[College Name]
[College Address]
[City, State ZIP Code]

Dear [Dean's Name],

I am writing to request a leave of absence from college to attend my [insert personal function, such as a family reunion or wedding] in [insert location]. The function will take place on [insert date], and I will need to be away from college from [insert start date] to [insert end date].

I understand that my absence may create some inconvenience, and I want to assure you that I will do my best to complete any necessary coursework before my departure. Additionally, I will be available via email in case of any urgent work that needs my attention.

I have attached a copy of the invitation as proof of the event. Please let me know if there are any specific college policies or guidelines I need to follow in requesting and reporting this leave.

Thank you for your understanding.

Sincerely,
[Your Name]