

Medical Leave Letter for College

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Dean Angela Richardson

Office of Student Affairs

Townsville University

456 University Drive

Townsville, State, 45678

Dear Dean Richardson,

I hope this letter finds you well. I am writing to request a medical leave of absence from my studies at Townsville University, specifically from the College of Science, for the Spring 2024 semester. Due to a recent diagnosis and the need for surgery and subsequent recovery, my physician has strongly recommended that I take this time off to focus on my health. The anticipated period of my leave is from March 15, 2024, to June 30, 2024.

Understanding the importance of maintaining academic integrity and ensuring a smooth transition during my absence, I have taken the following steps:

- Informed my professors of my current health situation and this pending leave request.

- Discussed assignment extensions and the possibility of submitting coursework remotely with my professors, where feasible.
- Arranged for a meeting with my academic advisor to discuss how this leave might affect my graduation timeline and to explore options for completing missed coursework upon my return.

I have attached a letter from my physician that outlines the necessity for this leave. While the letter provides sufficient detail for this request, I am more than willing to facilitate any further documentation or information as required by the university's policies.

I am deeply committed to my studies at Townsville University and am eager to return as soon as possible. I would greatly appreciate the university's support and understanding during this challenging time and am hopeful for a positive response to my request for medical leave.

Thank you very much for considering my request. Please let me know if there are any forms I need to complete or additional steps I should follow to formalize this leave. I am available for a discussion over the phone or through email and look forward to your guidance on how to proceed.

Sincerely,

Jessica Miller

Enclosures: Physician's Letter