

# Official Correspondence Letter for Students

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**Alex Carter**

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**February 28, 2025**

**Dr. Emily Roberts**

Principal

Bright Future Academy

123 Education Lane

Boston, MA 02115

**Subject: Request for Leave Due to Medical Reasons**

**Dear Dr. Roberts,**

I hope you are doing well. I am writing to formally request leave from school due to a medical condition that requires rest and treatment. My doctor has advised me to take a break from academic activities from **March 5 to March 12, 2025**, to ensure a full recovery. I kindly seek your approval for this leave so that I can focus on my health without any academic concerns.

I understand the importance of staying up to date with my studies and will ensure that I catch up on all missed lessons and assignments upon my return. I will coordinate with my teachers and classmates to collect the necessary study

materials and complete any pending coursework. If required, I can also submit a medical certificate as proof of my condition.

I sincerely appreciate your time and consideration of my request. Please let me know if any additional information or formalities are required. I look forward to your approval and hope to resume my studies as soon as I recover.

**Sincerely,**

Alex Carter

[Alex Carter's Signature]