

## University of Technology

I understand that this may impact my academic progress, and I am committed to making up for any missed coursework upon my return. I have already discussed this matter with my academic advisor, and we have developed a plan for my return to studies.

### **Subject: Application for Leave of Absence**

Dear Professor Johnson,

Yours sincerely,

*Dr. Sarah Wilson*

**Dr. Sarah Wilson**  
Faculty Advisor  
2025-01-16

*Prof. Michael Brown*

**Prof. Michael Brown**  
Head of Department  
2025-01-17

*Dr. Emily Davis*

**Dr. Emily Davis**  
Principal  
2025-01-18