

Subject: Request for Sabbatical Leave for Community Engagement Projects

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[University/Department Name]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the upcoming [Insert Semester/Year], during which I aim to engage in community-based projects that align with both my professional development and the university's commitment to community service.

The proposed projects include [briefly describe the projects, e.g., "collaborating with local schools to enhance STEM education" or "developing workshops for underserved populations on health literacy"]. I believe that these initiatives will not only benefit the community but also enrich my teaching and research when I return.

I plan to utilize this time to [mention any specific goals, e.g., "develop new course materials inspired by these experiences" or "publish a paper on the outcomes of my community engagement"]. I am committed to sharing my findings with our department and the wider university community upon my return.

I have attached the necessary supporting documents and a detailed plan of my proposed activities for your review. I hope to discuss this request further and explore possible timelines that will not disrupt the department's operations.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]