

Request for Sabbatical Leave for Conference Participation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University Name]

[University Address]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for a duration of [insert time frame] to participate in [name of the conference], which will be held from [start date] to [end date] in [location]. This conference is a significant opportunity for me to [briefly explain the benefits of the conference and its relevance to your work].

During this time, I plan to [describe how you will engage with the conference, such as presenting research, networking, etc.]. This experience will greatly contribute to my professional development and enhance the educational opportunities I can provide to my students.

I am committed to ensuring that my responsibilities are managed effectively during my absence. I will make arrangements to [discuss how you will handle your teaching duties or any other responsibilities].

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your University]

[Your Email]

[Your Phone Number]