

Request for Sabbatical Leave

[Your Name]

[Your Position]

[Department]

[University Name]

[Date]

To: [Recipient's Name]

[Recipient's Position]

[Department]

[University Name]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the period of [start date] to [end date] to engage in an interdisciplinary collaboration project with [Collaborating Institution/Person]. This opportunity will allow me to [briefly describe the project and its significance].

The primary objectives of this sabbatical will include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

The collaboration aligns with our department's goals of fostering interdisciplinary approaches and will undoubtedly benefit our academic community upon my return.

I appreciate your consideration of my request and would be happy to provide any additional information as needed. Thank you for considering my application for sabbatical leave.

Sincerely,

[Your Name]

[Your Contact Information]