

[Your Name]

[Your Position]

[Department]

[University Name]

[Date]

[Recipient's Name]

[Recipient's Title]

[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]. I intend to undertake international study at [name of institution or location], where I will focus on [brief description of study purpose].

This opportunity aligns with my ongoing research in [your research area] and will significantly enhance my contributions to [University Name] upon my return. I have outlined a plan that includes [specific activities or objectives], which I believe will enrich both my professional development and our department's academic offerings.

I have spoken with my department colleagues regarding my absence, and arrangements have been made to cover my responsibilities during this time. I will ensure a smooth transition and provide all necessary materials to facilitate this process.

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

Sincerely,

[Your Name]

[Your Contact Information]