

# Request for Sabbatical Leave

[Your Name]

[Your Position]

[Department Name]

[University Name]

[Email Address]

[Phone Number]

Date: [Current Date]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the [academic year/semester] starting [start date] and concluding on [end date]. The purpose of my sabbatical is to engage in research that explores [briefly describe research topic or opportunity], which I believe will significantly contribute to my professional growth and our department's objectives.

During my sabbatical, I plan to [outline specific activities, collaborations, or coursework]. I have already established connections with [mention any institutions or professionals], which will enhance the research outcomes and provide valuable insights that I can bring back to our university.

I am committed to ensuring a smooth transition during my absence. I will work closely with my colleagues to prepare teaching materials and obligations. I am confident that my responsibilities can be managed effectively in my absence.

I appreciate your consideration of my request and would be happy to discuss this further at your convenience. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]