

[Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department/Office Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

## **Subject: Request for Sabbatical Leave**

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the upcoming [specify term, e.g., Fall semester 2024] to focus on my academic publication, titled "[Title of Your Publication]." This work aims to [briefly describe the purpose and significance of the publication].

During my sabbatical, I plan to [outline your plan, such as research, writing, or collaborating with other scholars]. I believe that this experience will not only contribute to my professional development but also enhance the reputation of our department and institution.

I will ensure that my responsibilities are managed and will collaborate with my colleagues to cover any obligations in my absence. I have also attached a detailed plan of my research goals and timeline for your review.

I appreciate your consideration of my request and look forward to discussing this further. Thank you for your support.

Sincerely,

[Your Name]

[Your Position]