

Request for Sabbatical Leave

Date: [Insert Date]

To: [Department Chair/Dean's Name]

[Department Name]

[University/College Name]

[Address]

Dear [Department Chair/Dean's Name],

I am writing to formally request a sabbatical leave for the [upcoming academic year/semester], specifically from [start date] to [end date]. The purpose of this sabbatical is to engage in collaborative projects with [specific organization/university/individual(s)] that align with my research interests and the goals of our department.

During this period, I aim to [briefly explain the objectives of the collaborative projects and their significance]. This opportunity will not only further enhance my professional development but also contribute to our department's mission and reputation.

I have ensured that my current responsibilities will be adequately managed in my absence. I propose the following arrangements for covering my courses and duties: [provide details on how your responsibilities will be handled].

I am looking forward to your understanding and support for this request. Thank you for considering my application for a sabbatical leave. I am happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]