

Request for Sabbatical Leave

Date: [Insert Date]

Dr. [Chair's Name]

[Department Name]

[University Name]

[University Address]

Dear Dr. [Chair's Last Name],

I am writing to formally request a sabbatical leave for the [upcoming academic year/semester] to engage in a community project that aligns with both my professional development and the university's mission of community engagement.

The proposed project, titled "[Project Title]," aims to [briefly describe the purpose and goals of the project]. This initiative not only enhances my academic expertise in [your field] but also serves to benefit the local community by [explain the benefits to the community].

During my sabbatical, I plan to [outline specific activities you will undertake]. I anticipate that this experience will enrich my teaching and research, bringing valuable insights back to my courses and departmental initiatives.

I kindly ask for your support in granting this request. I am happy to discuss my proposal in further detail and provide any additional information you may require.

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

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Contact Information]