

Request for Sabbatical Leave

Date: [Insert Date]

To: [Department Chair's Name]

[Department Name]

[University Name]

[University Address]

Dear [Department Chair's Name],

I am writing to formally request a sabbatical leave for the upcoming academic year, specifically from [start date] to [end date]. I am eager to engage in creative endeavors that will enrich my teaching and research.

During this sabbatical, I plan to [briefly outline creative projects or activities]. I believe these experiences will greatly contribute to my professional development and ultimately benefit our department and students.

I understand the importance of my responsibilities, and I am committed to ensuring a smooth transition for my courses during my absence. I am happy to assist in developing plans for coverage and informing my students well in advance.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]