

# Request for Sabbatical Leave for International Study

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Department Name]

[University Name]

[University Address]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the academic year [insert year(s)] to pursue an international study opportunity in [insert country/region]. This experience will allow me to engage in [briefly explain the purpose of the study and its relevance to your field].

During my sabbatical, I plan to collaborate with [mention any institutions, researchers or organizations], which I believe will greatly enhance my professional growth and contribute to our department's goals.

I am committed to ensuring a smooth transition and will work on preparing my course materials and responsibilities during my absence. I propose [suggest a plan for coverage of your responsibilities, if applicable].

Thank you for considering my request. I am confident this sabbatical will be beneficial for my professional development and for the [Department Name]. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]