

Request for Faculty Sabbatical Leave

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert University/Department Name]

[Insert Address]

Dear [Recipient Name],

I am writing to formally request a sabbatical leave for personal development for the academic year [insert year(s)], beginning [insert start date] and ending [insert end date]. Over the past [insert number] years, I have dedicated myself to [insert specific duties, contributions, etc.], and I believe that this sabbatical will provide me with an opportunity to enhance my skills and knowledge in [insert area of personal development].

During this period, I plan to engage in [insert specific activities, studies, travel, etc.], which I believe will significantly benefit my teaching and contributions to [insert university/department name]. I am committed to sharing what I learn with my colleagues and students upon my return.

I am more than willing to discuss this request in detail and provide any additional information needed. Thank you for considering my application for a sabbatical leave. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Department]

[Your Contact Information]