

Request for Sabbatical Leave

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Department Name]
[Institution Name]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the [insert duration] period, starting from [insert start date] to [insert end date], to focus on professional networking and development.

During this sabbatical, I plan to attend conferences, engage with industry leaders, and collaborate with peers in my field. This opportunity will enhance my skills and contribute to our department's goals by bringing fresh perspectives and insights.

I appreciate your consideration of my request and am happy to discuss how this sabbatical will benefit both myself and our institution further.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Department]
[Contact Information]