

Request for Sabbatical Leave

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 or timeframe], for the purpose of conducting research on [briefly describe research topic]. This project aims to [briefly outline the significance and objectives of the research].

During this sabbatical, I plan to [mention any specific plans such as collaborating with other institutions, attending conferences, or any other activities relevant to your research]. I believe that this focused time will greatly enhance my contributions to [mention your department or university] upon my return.

I am committed to ensuring that my responsibilities are managed during my absence. I propose [briefly outline how you intend to handle your duties, such as preparing course materials, arranging for colleagues to cover classes, etc.].

Thank you for considering my request. I am happy to discuss this proposal further at your convenience and provide any additional information needed to facilitate the decision-making process.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[University Name]

[Your Contact Information]