

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[University/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Proposal for Sabbatical Leave

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the [specific time period, e.g., Fall 2024 semester] in order to pursue [briefly describe the purpose of the sabbatical, e.g., research, professional development, etc.].

The objectives of my sabbatical include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

I believe that this experience will not only benefit my professional growth but will also enhance my contributions to [University/Organization Name].

Please find attached a detailed proposal including my goals, activities, and expected outcomes. I appreciate your consideration of my request, and I look forward to discussing it further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Department]