

# Sabbatical Leave Request for Research Opportunities

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Department]  
[Your Institution]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Department]  
[Recipient Institution]

Dear [Recipient Name],

I am writing to formally request a sabbatical leave for the purpose of pursuing research opportunities in [specific area of research]. I believe that this period away from my regular duties will allow me to contribute significantly to [specific goals or projects].

I am proposing to take a leave from [start date] to [end date]. During this time, I plan to [briefly outline your intended research activities]. I am confident that this experience will enhance my skills and bring valuable insights back to our institution.

Thank you for considering my request. I look forward to discussing this matter further and am happy to provide any additional information if needed.

Sincerely,

[Your Name]