

Sabbatical Application Letter

Date: [Insert Date]

[Recipient Name]

[Department/Office]

[University Name]

[University Address]

Dear [Recipient Name],

I am writing to formally apply for a sabbatical leave for the period of [start date] to [end date]. During this time, I intend to [briefly describe purpose of sabbatical, such as research, writing, or professional development].

This sabbatical will allow me to [elaborate on the benefits of the sabbatical for your professional development and contributions to the university]. I believe that this experience will [explain how it will benefit your students, department, or field].

I am committed to ensuring that my responsibilities are managed during my absence. I will work closely with [colleagues or department] to ensure a smooth transition and continued support for our students.

Thank you for considering my application. I look forward to your positive response. Please feel free to reach out if you need any additional information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Contact Information]