

Faculty Sabbatical Proposal for Funding Support

[Your Name]

[Your Title]

[Your Department]

[Your Institution]

[Your Email]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Department]

[Recipient's Institution]

Subject: Proposal for Sabbatical Funding Support

Dear [Recipient's Name],

I am writing to formally propose my sabbatical leave for the academic year [start year] to [end year], during which I intend to focus on [briefly describe research project or goals]. This project aligns with our department's mission and aims to [state the importance/impact of your work].

To successfully carry out my research, I am seeking funding support of [specific amount] to cover [list specific expenses, e.g., travel, materials, etc.]. I believe this funding will greatly enhance the quality and outreach of my research.

During my sabbatical, I plan to engage with [mention any collaborations, institutions, or communities], which will contribute to the broader academic community and enhance our department's reputation.

I appreciate your consideration of my proposal and look forward to discussing it further. Thank you for your ongoing support of faculty development within our institution.

Sincerely,

[Your Name]

[Your Title]