

Letter of Sabbatical Intention

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally express my intention to take a sabbatical leave to engage in a collaborative research project titled "[Project Title]." This project aims to [brief description of the project's objectives and significance].

The sabbatical will allow me to dedicate my time and efforts towards [explain how the sabbatical will benefit your work, your department, and the institution]. I believe that collaboration with [mention collaborators or institutions involved] will enhance the scope and impact of our research.

I am proposing to take my sabbatical from [start date] to [end date], during which I plan to [briefly outline the research activities you will undertake].

I kindly ask for your support and approval of this sabbatical intention. I am more than happy to discuss this further and address any questions or concerns you may have.

Thank you for considering my request. I am eager to contribute positively through this collaboration and to share the outcomes with our community.

Sincerely,

[Your Name]

[Your Position]

[Department]

[Institution/Organization Name]

[Contact Information]