

Request for Sabbatical Leave

Date: [Insert Date]

[Department Chair's Name]

[Department Name]

[Institution Name]

[Institution Address]

Dear [Department Chair's Name],

I am writing to formally request approval for a sabbatical leave for the upcoming academic year. I believe that this leave will allow me to further explore my research interests and enhance my contributions to our department.

During my sabbatical, I plan to [briefly describe your plans, such as research, travel, or study] which will ultimately benefit our department by [state potential benefits].

I have discussed my plans with my colleagues, and they are supportive of my proposal. I will ensure that my current responsibilities are managed appropriately during my absence.

I appreciate your consideration of my request, and I am happy to discuss this further at your convenience.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]