

# Faculty Research Sabbatical Application

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally request approval for a faculty research sabbatical for the period of [insert start date] to [insert end date]. During this time, I intend to [briefly describe the research project and its significance].

This sabbatical aligns with my ongoing commitment to [explain how it relates to your teaching/research duties] and will allow me to [mention any expected outcomes or benefits for the institution].

I have planned to conduct my research at [mention location, if applicable], where I will have access to [resources, collaborators, etc.]. I believe that the work undertaken during this sabbatical will contribute significantly to [describe expected contributions to the field or program].

I appreciate your consideration of my request and am happy to provide any further information needed to facilitate the approval process. Thank you for considering supporting my research endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]