

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my upcoming faculty research sabbatical, originally scheduled for [Original Start Date]. After carefully reviewing my research timeline and current obligations, I would like to discuss potential adjustments.

Given the recent developments in my research project, including [briefly mention any relevant developments], I believe that a revised timeline would better align with the goals of my sabbatical. I propose the following adjustments:

- New Start Date: [Proposed Start Date]
- New End Date: [Proposed End Date]
- Key Milestones: [Outline any key milestones or deliverables]

I appreciate your understanding and support as I navigate these adjustments. I am looking forward to discussing this further at your earliest convenience. Please let me know a suitable time for a meeting.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]