

# Faculty Research Sabbatical Justification

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Department: [Recipient Department]

Institution: [Recipient Institution]

Dear [Recipient Name],

I am writing to formally request a faculty research sabbatical for the period of [Start Date] to [End Date]. The primary objective of this sabbatical is to engage in an academic collaboration with [Collaborating Institution/Organization] on [Project Title/Research Focus].

This collaboration aims to [briefly describe the goals, significance, and impact of the research]. Engaging with [Collaborating Researcher/Department] will provide invaluable insights and resources, which will not only enhance my research but also contribute to our department's mission to [mention department goals or initiatives].

During this sabbatical, I plan to [outline specific activities, such as conducting research, attending workshops, or publishing findings]. I believe that the outcomes will significantly benefit our [students/faculty/community] by [explain anticipated benefits].

I appreciate your consideration of this request and look forward to discussing it further. Thank you for supporting my professional development and the advancement of our academic community.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Institution]

[Your Contact Information]