

Department of [Your Department]

[Your University]

[Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Institution]

[Recipient Address]

Dear [Recipient Name],

I am writing to propose a faculty research sabbatical to enhance my work in [Research Area/Field], which I believe aligns with [Granting Agency/Organization]'s mission and goals. My research aims to [Brief Description of Research Goals & Objectives].

During this sabbatical, I plan to [Outline Research Activities/Plans], focusing on [Specific Methods or Techniques]. This project promises to enrich not only my expertise but also contribute significantly to the ongoing work in our department and institution.

I am seeking funding support through [Name of External Grant], which is dedicated to [Brief Description of External Grant Objectives]. The funding will be used for [List Expected Expenses: travel, materials, etc.].

I have included my curriculum vitae and a detailed research proposal for your review. I am confident that this project will yield impactful results benefitting both my professional development and the wider academic community.

Thank you for considering my proposal. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your University]

[Your Contact Information]