

Request for Sabbatical Funding Support

Date: [Insert Date]

To: [Committee/Recipient's Name]

[Institution/Department Name]

[Institution Address]

Dear [Committee/Recipient's Name],

I am writing to formally request funding support for my upcoming research sabbatical, scheduled for [insert start and end dates]. My proposed research, titled "[Insert Research Title]," aims to [briefly describe the purpose/goal of the research]. This sabbatical will allow me to focus on advancing my research while enhancing my contributions to our department and institution.

During this period, I plan to [insert specific activities, collaborations, or locations], which will provide significant benefits in terms of both professional development and academic output. I anticipate that this research will lead to [mention any expected outcomes, such as publications, presentations, etc.].

I am requesting funding to cover [insert specific funding needs such as travel, accommodation, resources, etc.]. The total amount required is [insert total amount]. I believe that this investment will not only support my scholarly work but also reflect positively on our institution's commitment to academic excellence.

Thank you for considering my request. I am looking forward to the opportunity to discuss this proposal further and hope to receive your positive response soon.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]