

# Research Leave Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your University]

[University Address]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's University]

Dear [Recipient's Name],

I am writing to formally request a leave of absence for research purposes from [Start Date] to [End Date]. I wish to pursue a research project titled "[Title of Your Research Project]," which aims to [Brief Description of Your Research].

This project aligns with my current role and contributes to the ongoing research in our department. I believe this opportunity will enhance my knowledge and skills, which will be beneficial to our academic community.

I have ensured that my responsibilities during this period will be managed adequately and that my absence won't disrupt departmental activities.

I kindly request your approval for this research leave. I am happy to discuss the details further and provide any additional information as needed.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]