

# Proposal for Academic Sabbatical

**Date:** [Insert Date Here]

**To:** [Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

Dear [Recipient Name],

I am writing to formally propose my academic sabbatical for research purposes, scheduled to commence from [start date] to [end date]. As a [Your Position] at [Your Institution], I believe that this sabbatical will significantly contribute to both my professional development and our institution's mission.

The primary focus of my research will be [brief description of research topic]. This area is particularly relevant because [explain significance and potential impact]. During my time away, I plan to collaborate with [name of institutions or scholars] and utilize resources at [specific libraries, archives, or research centers].

I am requesting the support of [Institution's Name] for this sabbatical, including [any specific resources, funding, or sabbatical leave]. I am confident that the outcomes of this research will not only enhance my teaching and scholarly work but will also enrich our academic community.

Thank you for considering my proposal. I am looking forward to discussing this further and aligning my research goals with the interests of our institution.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Your Contact Information]