

# Request for Sabbatical Leave

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Department]

[Recipient's Institution]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for [duration, e.g., one semester, one year], from [start date] to [end date], to pursue opportunities for teaching enhancement. This sabbatical will allow me to [briefly explain what you will do during the sabbatical, e.g., attend workshops, collaborate with experts, conduct research].

The proposed leave will provide me with the opportunity to [explain how the sabbatical will benefit your teaching and the institution, including any specific goals or projects]. I am committed to using this time to enhance my skills and bring back valuable knowledge to share with my students and colleagues.

I am happy to discuss this request further and provide any additional information needed. Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Contact Information]