

# Sabbatical Application for Interdisciplinary Projects

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a sabbatical leave for [duration] beginning [start date] and concluding on [end date]. This sabbatical will allow me to focus on an interdisciplinary project titled "[Project Title]," which aims to [briefly describe the objectives and significance of the project].

The project combines [Field/Discipline 1] and [Field/Discipline 2] to [explain the innovative aspects and expected outcomes]. I believe that this work will not only enhance my professional development but also contribute significantly to our institution's mission of [Institution's Mission/Goals].

During my sabbatical, I plan to [describe activities, collaborations, research, etc.]. I am confident that this experience will enrich my teaching and research upon my return.

Thank you for considering my request. I am happy to provide any further information needed. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Department Name]