

# Request for Sabbatical Leave

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave from my position as [Your Position] at [Your Institution/Organization] for the period of [Start Date] to [End Date]. The purpose of my sabbatical is to engage deeply with community projects focused on [specific community engagement focus, e.g., literacy, environmental sustainability, etc.].

Throughout my career, I have been passionate about [briefly mention your connection to community engagement], and I believe that this sabbatical will provide me with the opportunity to expand my impact. I plan to collaborate with [mention organizations or communities you will work with] to develop programs that address [specific needs or goals].

During my absence, I have ensured that my responsibilities will be managed effectively. I will prepare a transition plan which includes [briefly explain the plan for coverage of your duties]. Additionally, I am committed to sharing my findings and experiences with my colleagues upon my return through presentations and reports.

I appreciate your consideration of my request and would be happy to discuss it further at your convenience. Thank you for your support of my professional development and commitment to community engagement.

Sincerely,  
[Your Name]