

[Your Name]
[Your Academic Title/Rank]
[Your Department]
[Date]

[Recipient Name]
[Dean or Department Head Title]
[University/Institution Name]

Subject: Request for Academic Research Sabbatical Leave

Dear [Recipient Name],

I am writing to formally request a sabbatical leave for the [Fall/Spring] semester of [Year] through the [Fall/Spring] semester of [Year]. Having served as a member of the [Department Name] faculty for [Number] years, I am eligible for this period of focused research and professional development.

The primary objective of my sabbatical is to conduct a research project titled "[Project Title]." This project involves [brief description of research goals, methodology, or fieldwork]. I have secured [mention any grants, affiliations, or lab space if applicable] to support this endeavor.

During my absence, I have taken the following steps to ensure the continuity of my departmental responsibilities:

- Teaching: I have consulted with the curriculum committee regarding the coverage of my courses.
- Advising: I have arranged for [Colleague Name] to serve as the temporary point of contact for my current graduate students.
- Service: I will complete my current committee assignments before the leave begins.

This sabbatical will allow me to [mention expected outcomes: publish a book, complete a peer-reviewed series, or develop new technical skills], which will ultimately benefit the institution and my future teaching. I have attached a detailed research proposal and a current curriculum vitae for your review.

Thank you for your time and for considering this request. I look forward to discussing how this research will contribute to the department's objectives.

Sincerely,

[Your Signature]

[Your Printed Name]