

[Your Full Name]
[Your Current Academic Title]
[Your Home Department/Institution]
[Email Address]
[Phone Number]

[Date]

[Name of Host Professor/Faculty Sponsor]
[Department Name]
[Host Institution Name]
[Institution Address]

RE: Application for Sabbatical Research Scholar Appointment

Dear [Professor/Dr. Last Name],

I am writing to formally express my interest in joining the [Department Name] at [Host Institution] as a Sabbatical Research Scholar for the [Academic Year/Term] period, spanning from [Start Date] to [End Date]. Having followed your department's contributions to [Specific Research Field], I believe that the environment at [Host Institution] provides the ideal setting for my upcoming sabbatical research project titled, "[Project Title]."

Currently, I serve as [Title] at [Home Institution], where my research focuses on [Brief Description of Research Area]. During my time as a visiting scholar, I intend to [Primary Objective of Sabbatical, e.g., utilize specific archives, collaborate on a specific study, or learn a new methodology]. My proposed work aligns with your current initiatives in [Area of Alignment], and I am particularly interested in the possibility of [Specific Collaboration or Activity].

My sabbatical is supported by [Funding Source/Home Institution Salary Extension], and I will not require financial compensation from [Host Institution]. I am, however, requesting access to [Specific Resources Needed, e.g., library facilities, office space, or specific laboratory equipment] to facilitate my research during my stay.

Enclosed please find my Curriculum Vitae and a detailed research proposal. I would welcome the opportunity to discuss how my residency might contribute to the intellectual community at [Host Institution]. Thank you for your time and for considering my request for affiliation.

Sincerely,

[Your Signature]
[Your Printed Name]