**Application for Permission of Study**

To  
The registrar University of ABC

Sir,

With due respect it is stated that I am serving as a lecturer in your prestigious institute from (Date), during this period I tried my best to serve, and to some extend I have become one of the hardworking teacher during this period. As you know I have written five research journals published from Asian EFL, and won many awards of a best researcher at national, and international level.

Now I am planning to go for my PHD. As per policy of your institute you give permission to your employs when they complete two years. It will be your great favor if you give me permission for further study

Your obediently xyz