Date…

Boss/Manager/Higher Authority…

Department Name…

Company/Institute name…

Office Address…

**Sub: Application for Permission of Study**

Sir,

With due respect, it is stated that I am serving as a lecturer (Job position) in your prestigious institute (School/ college name) from (Date), during this period I tried my best to serve and to some extent I have become one of the hardworking teachers during this period. (Describe in your own words). As you know I have written five research journals published from (Publisher or Publications name) and won many awards of the best researcher at a national and international level. (Explain the actual cause and situation).

Now I am planning to go for my Ph.D. (Explain your future plan). As per policy of your institute you give permission to your employs when they complete two years (Institute rules and regulations). (Cordially Describe your requirements). It will be your great favor if you give me permission for a further study

Thank you,

Your name…

Job Designation…

Department Name…