

Petition for Overseas Study Program Authorization

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Institution Name]

[Insert Institution Address]

Dear [Insert Recipient's Name],

I am writing to formally petition for authorization to participate in the overseas study program at [Insert Program Location/Institution] during the [Insert Semester/Year]. This program is pivotal for the completion of my degree in [Insert Major/Field of Study] and will provide invaluable exposure to [Insert Relevant Experience or Opportunity].

The overseas study program is designed to enhance my academic knowledge and practical skills through [Insert Brief Description of Program Benefits]. Furthermore, it aligns with my career goals of [Insert Career Aspiration].

I have thoroughly researched the program details and ensured that it meets the academic requirements stipulated by [Insert Institution Name]. Additionally, I have arranged for [Insert Any Necessary Funding or Support Information].

I kindly request that you consider my petition favorably. I am committed to maintaining my academic performance and representing [Insert Institution] with integrity while abroad.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program and Year]

[Your Contact Information]