

# Permission Request Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request permission to participate in an international study program at [Name of Institution/Organization] in [Location] from [Start Date] to [End Date]. This opportunity aligns with my academic goals and will significantly enhance my learning experience.

The international study program offers [briefly describe the program, its benefits, and relevance to your field of study], which I believe will greatly contribute to my [mention any specific skills or knowledge you hope to acquire].

Furthermore, I assure you that I will continue to meet all my academic responsibilities and keep you updated on my progress while abroad. I am committed to maintaining open communication throughout my time in the program.

I would be grateful if you could consider my request and provide your permission at your earliest convenience. Thank you very much for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Institution/Organization]

[Your Contact Information]