

[Name of the sender]

[Address and contact details of the sender]

[Date]

To,

[Mention the name of the recipient]

[Designation of the recipient]

[Name of the institution]

[Mention the contact details]

Subject- Letter of Permission for Further Studies

Respected madam/sir,

I am writing this letter to let you know (mention the name of the person) that I (mention your name), a student of (mention the name of the college or name of the institution), would like to state to you that

I want to continue my dream of higher studies at the institution (mention the name of the university). Getting admission into this institution was a long-cherished dream of mine.

For my graduation course, I didn't get the opportunity to get admission to that institute, but for my post-graduation course, I have become successful.

I am very thrilled regarding this. Now, I will be able to continue my studies about what I have always dreamed of. This is my heartfelt request to you; please offer me permission for my higher studies at your University.

Lastly, I would like to beg you to please permit me so that I can learn about many more new things and complete my further studies. I would like to let you know that I will definitely study hard and will with all my dedication. Please do offer me permission.

I will be highly indebted to you.

For any information or questions, please feel free to reach me at (mention phone number) or through an email (mention email address).

Thanking you

With regards,

(Name of the sender)