

To: The Cultural Attaché, Cultural Division  
The Embassy of the Sultanate of Oman, USA  
8381 Old Courthouse Rd Suite 130 Vienna, VA 22182

From: Name of supervisor  
Title of supervisor  
Department Name  
Address of Dept.  
University of Alberta  
Edmonton, AB  
Postal Code

Date:

Subject: Request of Extending Mr./Ms. (Your name) Study Leave

Dear Sir,

Mr/Ms. (Your Name) has joined our department in (date you started your program) as (your position at the department; PhD, MSc ...etc) in the area of (area of research). Mr/Ms. (Your Name) has completed his/her course work requirements successfully and started his/her research work under my supervision. His/her progress to date has been excellent. He/she is expected to complete his/her research work, write his/her thesis and defend it by (expected date of completion). Hence, I recommend the extension of Mr/Ms. (Your Name) study leave.

Please feel free to contact me if any further information is needed.

Regards,

(Signature)

Name of supervisor