**To,**

**The District Education Officer, -------------------**

Subject: Permission for Further Study (Mphil------)

Respected Sir,

I am working in School Education Department in GHS ------- as SSE/SESE/ESE since 02-04-2012. I would like to state respectfully that I have completed my MA (English), back in 2012. Now being in Education Department, I would like to continue my studies so that I could serve better than ever in this department. Due to which I need your kind permission for two year for further studies in Punjab University, Lahore.

Kindly grant me permission for two years. Also let me know if you need any documentation for further processing.

**Thanking you in anticipation.**

Your Obedient: Name

Job Designation…

School Name:

Contact no