[Today’s Date]

To Whom It May Concern:

I can confirm that [Mr/Ms] [Student’s Full Name] (registration number: [student’s registration number]), who is a [first, second, third]-year PhD student in the [School/College Name], has been given permission to travel during the period of [travel period, e.g., 15th December 2018 to 15th January 2019].

If you require any further information, please do not hesitate to contact me.

Your faithfully,

[Supervisor name]

[position/title]