[Today’s Date]

To Whom It May Concern

I can confirm that [Mr/Ms] [Student’s Full Name] has been conducting PhD research under my supervision in the [School/College Name], University of Sheffield. [Mr/Ms] [Student’s Last Name] has been successful in having a [paper/poster], related to [his/her] PhD research, accepted for presentation at the [Conference name], to be held in [conferenceCityName, ConferenceCountry, e.g., Paris, France] from [Conference dates, e.g., 23rd to 27th May 2020]. The conference is very relevant to [Mr/Ms] [Student’s Last Name]doctoral studies in [Research area]. As [his/her] supervisor I strongly support [Mr/Ms] [Student’s Last Name]’s attendance at this conference, as presenting [his/her] work to the wider academic community is an important dimension of [his/her] academic development.

Yours Sincerely,

[Supervisor name]

[position/title]