[Today’s Date]

To Whom It May Concern

I hereby confirm that [Mr/Ms] [Student’s Full Name], working under my supervision at the [School/College Name], University of Sheffield. [Mr/Ms] [Student’s Last Name] has my permission to attend the following conference:

|  |  |
| --- | --- |
| Student’s Name and Registration Number | [Student’s Full Name] - [student’s registration number] |
| Conference’s Name | [Conference name] |
| Conference’s Place and Time | [conferenceCityName, ConferenceCountry, e.g., Paris, France] from [Conference dates, e.g., 23rd to 27th May 2020] |
| The Importance of Participation | [e.g., It is encouraged for the student to discover the knowledge presented in the conference and get the experience to participate in these conferences in the future as well as to connect with other researchers in the field.] |

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

Yours Sincerely,

[Supervisor name]

[position/title]