

Date

To: Bureau of Cultural and Educational Affairs of Egypt in Canada
1, Place Ville-Marie, Suite 1936
Montreal, Quebec H3B 2C3

Re: Mr/Ms. (Your Name) absence on leave extension

Dear Sir,

Mr/Ms. (Your Name) has joined our department in (date you started your program) as a provisional PhD student in the area of (area of research). Mr/Ms. (Your Name) has completed most of the course work requirements successfully and he will start on his research work under my supervision. His progress to date has been excellent. He is expected to complete his research work, write his Ph.D. thesis and defend it by (expected date of completion). I recommend extending his absence on leave.

If you require further information please let me know.

Sincerely,

(Signature)

(Name of supervisor)
(Title of supervisor)
(Name of Dept)
(Address of Department)
University of Alberta
Edmonton AB
(Postal Code)