***Sample Application Letter Request for Professional Development Off-Site (PDO)***

*(Date)*

From: *(Professor’s name and title)*

To: President, Marine Corps University

Via: (1) Director, *(Name of College or School)*

(2) Provost

(3) Vice President for Business Affairs

Subj: REQUEST FOR PROFESSIONAL DEVELOPMENT OFF-SITE

1. In accordance with the references, I am requesting a Professional Development Off-site.

2. Duration and inclusive dates of requested Off-site:

3. Research project focus:

4. Research location *(specify if research entails overseas travel)*:

5. Funding Requested *(Government and/or MCUF)*:

6. Impact on professional or educational skills:

7. Approved Deliverables:

a. Book Manuscript – (*describe)*

b. Scholarly article – (*describe)*

c. Other Deliverable – (*describe)*

*(Signature)*