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)