

**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)*