To,

Prof. Raghunathan Rengaswamy

Dean, Global Engagement, IIT Madras

Subject: Approval for International Teaching Experience at IITM Zanzibar

Dear Sir/Madam,

I, [PhD Scholar’s Full Name], am a PhD scholar in the Department of [Department Name] at [Institution Name]. I am writing to seek approval for my international teaching experience at IITM Zanzibar Campus, scheduled from October to December 2024. Below are my details:

* **Name:** [PhD Scholar’s Full Name]
* **Roll Number:** [Roll Number]
* **Email:** [Email Address]
* **Department:** [Department Name]
* **Year of Study:** [Year]
* **Duration of Visit:** October to December 2024
* **Destination:** IITM Zanzibar

I have discussed this visit with my Principal Investigator (PI) and the Head of Department (HoD), and both have granted their consent for this visit.

I request your approval for the same.

Thank you for your consideration.

Yours sincerely,

*{Name and Signature}*

Approved by,

Supervisor Name: HOD Name:

Supervisor Signature: HOD Signature: