

Subject: applying for conference leave

Dear <name of TA Supervisor>

I would like to apply for conference leave from **<start and end dates of entire travel period>** to attend a conference titled <name of conference> in <venue, country>.

I want to make sure that my leave of absence will not pose any difficulties to my TA work. Would you please let me know if there is any problem with this absence, or if there is anything that can be done to minimize any disruption?

Please let me know by replying to my email if you support my conference leave, which I must forward to the PhD program director in order for travel support to be authorized. Thanks.

Regards,
<name of student>