

From

Date:

Name of the Supervisor  
Designation  
Affiliation with full address

Through

The Head of the Department  
St. Peter's Institute of Higher Education and Research  
AVADI, Chennai 600 054

To

The Dean (R&D)  
St. Peter's Institute of Higher Education and Research  
AVADI, Chennai 600 054

Respected Sir,

**Sub:** Name of the Scholar....., (Regn. No. ....), - Ph.D.  
programme – Full / Part Time Scholar – Department of ..... -  
Pre-Presentation meeting – Permission – Reg.

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I request that the permission may be given to convene the  
Pre-Presentation of Ph.D. thesis meeting of my Ph.D. Scholar, Name of the  
Scholar....., (Regn. No. ....), Department of  
....., on the thesis entitled,  
“.....”.

Thanking you,

Yours sincerely

(Signature of the supervisor with seal)

(Signature of the Head of the Department with seal)

Encl.:

1. Draft copy of the thesis
2. Plagiarism report
3. Grammarly report
4. Current semester fee challan
5. Provisional Registration Letter
6. Copy of the course confirmation order