DD Month YYYY

Name  
Chief Operating Officer  
Company  
Email address

**Letter of support for scholarship extension request – (Scholar Name)**

Dear

As the chair of the supervisory panel for Sir Roland Wilson/Pat Turner scholarship holder (scholar name), I am writing to support their request for an extension to their scholarship period until [insert date].

[Provide 1-2 paragraphs briefly outlining progress to date and the specific reasons for the extension request]

I support (scholar name) request for an extension of [number of] months to allow them to complete the following PhD milestones before returning to work:

|  |  |
| --- | --- |
| PhD milestone | Timeframe |
|  |  |
|  |  |
|  |  |
|  |  |
| Thesis submission |  |

Sincerely

Name  
Position