

Budget Proposal for Faculty Conference Attendance Funding

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Your Department]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Funding Proposal for Conference Attendance

Dear [Recipient's Name],

I am writing to request funding support for my attendance at the upcoming [Conference Name] taking place on [Dates] in [Location]. This conference presents a valuable opportunity for professional development and networking within our field.

Conference Details

- **Conference Name:** [Insert Conference Name]
- **Date:** [Insert Conference Dates]
- **Location:** [Insert Conference Location]
- **Website:** [Insert Conference Website]

Proposed Budget

Item	Cost
Registration Fee	[\$Amount]
Travel Expenses	[\$Amount]
Accommodation	[\$Amount]
Meals	[\$Amount]
Total Requested	[\$Total Amount]

Attending this conference will allow me to gain insights into the latest research and developments in our field, which will ultimately benefit our department and students. I am committed to sharing what I learn with colleagues through a presentation upon my return.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Department]