

Grant Inquiry for Faculty Conference Travel Support

[Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about potential funding opportunities for travel support to attend the [Conference Name] scheduled for [Conference Dates] in [Location]. As a faculty member in the [Your Department], I am keen to present my research on [Brief Description of Your Research Topic].

The conference is an excellent opportunity for professional development and collaboration with peers in the field. I believe that attending will greatly enhance my research and contribute positively to our department's reputation.

I would appreciate any information you could provide regarding grant availability or application procedures for travel support. Thank you for your time and assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Title]

[Your Institution]