

Request for Travel Funding

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request funding to support my travel expenses for attending the [Conference Name], which will be held from [Start Date] to [End Date] in [Location]. This conference is a significant opportunity for me to enhance my knowledge and contribute to my professional development in [specific field or topic].

As a [Your Position/Title] at [Your Institution/Organization], I believe my participation will not only benefit my personal growth but will also allow me to share valuable insights and learnings with my colleagues and the broader community.

Attached to this letter are details of the conference, including the agenda, my submission for [presentation/poster], and a detailed budget estimate for travel and accommodation expenses. I am seeking funding in the amount of [specific amount], which will cover [mention what the amount will cover].

I greatly appreciate your consideration of my request and look forward to the possibility of representing [Your Institution/Organization] at this prestigious event. Thank you for your time and support.

Sincerely,
[Your Name]
[Your Position/Title]