

Request for Travel Funding

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to request funding to attend the [Name of Conference] scheduled for [Conference Dates] in [Location]. This conference is a prominent event in our field, featuring key speakers and valuable networking opportunities.

As a [Your Position] at [Your Institution/Organization], attending this conference will allow me to [specific reasons, e.g., present my research, gain insights, network with peers, etc.]. I believe this will greatly benefit both my professional development and the work we are doing at [Your Institution/Organization].

The total estimated cost for travel and accommodation is [Total Cost]. I am seeking funding support to cover these expenses, as my current budget does not allow for this additional cost.

Thank you for considering my request. I look forward to the opportunity to represent [Your Institution/Organization] at this important conference.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]