

Request for Conference Travel Grant

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a graduate student in [Your Program] at [Your University]. I am writing to formally request a travel grant to attend the [Conference Name] taking place on [Conference Dates] in [Conference Location].

As a graduate student involved in [Your Research Area/Specific Project], I believe that attending this conference will provide me with invaluable opportunities to learn from leading experts, present my research titled "[Title of Your Research]," and network with fellow scholars in the field.

The total cost of attending the conference, including registration fees, travel, and accommodation, is estimated at [Total Amount]. I am therefore requesting a grant of [Specify Amount Requested] to assist with these expenses. I have also applied for other funding sources and am committed to seeking additional support.

I appreciate your consideration of my request. Thank you for supporting graduate students in their academic and professional development. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Program]

[Your University]

[Your Email Address]

[Your Phone Number]