

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

[Grant Committee/Organization Name]  
[Committee Address]  
[City, State, Zip Code]

Dear [Committee/Recipient Name],

I am writing to request funding support for my travel to the [Name of Conference] to be held in [Location] from [Start Date] to [End Date]. As a [Your Position, e.g., graduate student, researcher] at [Your Institution/University], I am eager to present my research on [Briefly describe your research topic] at this esteemed event.

Attending this conference will provide me with a unique opportunity to engage with leading experts in my field, network with other researchers, and receive valuable feedback on my work. Furthermore, the insights gained will significantly contribute to my ongoing research and academic development.

Estimated Costs:

- Airfare: \$[Amount]
- Accommodation: \$[Amount]
- Conference Registration Fee: \$[Amount]
- Meals and Incidentals: \$[Amount]

The total amount requested is \$[Total Amount]. I am also applying for additional funding from [Other Funding Sources, if applicable] to support this endeavor.

Thank you for considering my request. I am looking forward to the opportunity to contribute to the [Field/Discipline] community and represent [Your Institution/University] at [Name of Conference].

Sincerely,  
[Your Name]