

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

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

Dear Members of the Grant Committee,

I am writing to apply for the travel grant to attend the upcoming [Name of the Workshop], taking place on [Date] at [Location]. As a [Your Position/Title] at [Your Institution/Organization], I am eager to participate in this workshop as it focuses on [briefly describe the workshop's relevance to your work].

Attending this workshop will provide me with valuable insights and skills that will enhance my research in [your research area]. Moreover, the opportunity to engage with leading experts and fellow participants will foster collaboration and broaden my professional network.

The total estimated cost for my travel and accommodation is [amount]. I am seeking a grant of [specific amount requested] to help cover these expenses, and I am committed to sharing my learnings with colleagues upon my return.

Thank you for considering my application. I look forward to the opportunity to contribute to and benefit from this important workshop.

Sincerely,
[Your Name]