

Letter of Appeal

Date: [Insert Date]

[Your Name]
[Your Position]
[Department]
[University Name]
[University Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Department/Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for financial support to cover my travel expenses for the upcoming [Conference Name] taking place on [Conference Dates] in [Conference Location]. This conference presents a unique opportunity for me to [briefly describe the importance of the conference and its relevance to your work].

As a faculty member in the [Department Name], my participation in this conference is essential for [mention how it benefits your research, teaching, and the university]. The total estimated cost for travel, accommodation, and conference registration is [insert amount], which I am seeking assistance to cover.

Given the financial constraints faced by our department, I would greatly appreciate your consideration of my appeal for support. I am committed to sharing the knowledge and insights gained at the conference with colleagues and students upon my return.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Contact Information]