

Funding Request for Travel to Scholarly Symposium

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Department]
[Your Institution]
[Your Contact Information]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]

Dear [Recipient's Name],

I am writing to request funding to attend the upcoming [Name of Symposium] to be held on [Date] in [Location]. As a faculty member in the [Your Department], I believe that attending this symposium represents a valuable opportunity for professional development and collaboration within my field.

The symposium will feature prominent scholars and practitioners, and I am particularly interested in the sessions on [specific topics]. Attending will not only enhance my knowledge but also enable me to contribute to ongoing research projects at [Your Institution]. Moreover, I plan to present my recent work on [Brief Description of Your Work], which aligns with the symposium's themes.

The estimated cost for travel, accommodations, and registration is approximately [Total Amount]. I am kindly requesting [specific amount] to support this endeavor. I believe that the insights gained from this experience will greatly benefit our department and institution.

Thank you for considering my request. I look forward to your positive response and am happy to provide any additional information you may need.

Sincerely,
[Your Name]