

# Request for Academic Travel Funding

Date: [Insert Date]

To: [Funding Committee/Department Head]

[University/Institution Name]

Dear [Recipient's Name],

I am writing to formally request funding to support my travel expenses for the upcoming [Name of Conference/Workshop] taking place from [Start Date] to [End Date] in [Location]. I have been invited to present my research on [Brief Description of Research Topic], which I believe will greatly contribute to the academic community and enhance the reputation of our institution.

Attending this conference provides a valuable opportunity for networking with fellow researchers, participating in discussions, and receiving feedback on my work. The total estimated cost of travel, accommodation, and registration is [Total Amount]. I am requesting a funding contribution of [Requested Amount] to help cover these expenses.

Thank you for considering my request. I look forward to your positive response and appreciate any support you can provide to help me represent [University/Institution Name] at this important event.

Sincerely,

[Your Name]

[Your Position/Program]

[Your Contact Information]