

Funding Proposal for Conference Attendance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Proposal for Funding Assistance

Dear [Recipient's Name],

I am writing to seek funding assistance to facilitate my attendance at the upcoming [Conference Name] scheduled for [Conference Dates] in [Location]. This conference will provide a valuable opportunity for me to enhance my knowledge in [specific field/area] and network with leading experts.

The total estimated cost of attending the conference, including registration, travel, and accommodation, is [total cost]. I am currently seeking funding to cover [specific amount or percentage you need]. Your support would greatly assist me in taking advantage of this opportunity.

Thank you for considering my proposal. I look forward to the possibility of discussing this further.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization/Institution]