

Request for Assistance with Travel Costs

[Your Name]
[Your Position]
[Department Name]
[University/Organization Name]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Department Name/Office]
[University/Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance with travel costs for my upcoming participation in the [Conference Name], which will be held on [Conference Dates] in [Conference Location]. As a faculty member deeply invested in [brief description of your work/research and how it relates to the conference], I believe that attending this conference will greatly benefit my professional development and contribute to our department's goals.

However, due to budget constraints, I am unable to cover the full travel expenses myself. Therefore, I humbly request your consideration for financial assistance to help facilitate my attendance.

Thank you for considering my request. I appreciate your support in advancing our institution's commitment to excellence in education and research. I look forward to your positive response.

Sincerely,
[Your Name]