

Budget Justification for International Study Funding

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to provide a detailed budget justification for the funding request to support my upcoming international study program in [Country/Region] from [Start Date] to [End Date]. This program is crucial for my academic and professional development in [Field of Study/Research Area].

Budget Overview

The total budget for the program is estimated at [Total Amount]. Below is a breakdown of the anticipated expenses:

1. Travel Expenses

- Round-trip airfare: [Cost]
- Local transportation: [Cost]

2. Accommodation

- Hotel/Hostel for [number of nights]: [Cost]

3. Living Expenses

- Daily meals: [Cost]
- Miscellaneous expenses: [Cost]

4. Research Materials

Required materials for research: [Cost]

5. Insurance

Travel and health insurance: [Cost]

The total amount requested is [Total Amount], which will be allocated as detailed above. I am committed to maximizing the impact of this funding by engaging fully in [study program/activities]. Your generous support will not only benefit my education but will also contribute to [mention any broader impact, e.g., the community or field of study].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position if applicable]

[Your Institution/Organization]

[Your Contact Information]