

# Conference Funding Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your University]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We are pleased to inform you that your request for funding to attend the [Conference Name] taking place on [Conference Dates] in [Location] has been approved. This funding is granted for the purpose of disseminating research related to [Brief Description of Your Research Project].

The approved amount of funding is [Amount], which will cover [brief description of what the funding covers, e.g., travel expenses, accommodation, registration fees].

Please ensure that you submit all relevant receipts and a report summarizing your conference experience and dissemination of research after the event.

We wish you success in your presentation and look forward to hearing about your experience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Department]