

Funding Confirmation for Academic Workshop Travel

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the funding support for your upcoming travel to the [Name of the Workshop] scheduled on [Dates] in [Location]. This support is to assist you with your travel and accommodation expenses related to your participation in the workshop.

Details of the funding are as follows:

- Amount Funded: \$[Amount]
- Travel Dates: [Travel Dates]
- Workshop Title: [Name of the Workshop]

We believe that your attendance at this workshop will contribute significantly to your academic growth, and we look forward to hearing about your experiences and insights from the event.

Should you have any questions regarding this funding, please do not hesitate to reach out.

Thank you for your dedication to your academic pursuits.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization]

[Contact Information]