

Travel Assistance Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been awarded travel assistance to attend the upcoming scholarly gathering titled "[Event Name]," scheduled to take place from [Start Date] to [End Date] in [Location].

Your travel assistance will cover the following:

- Airfare: [Amount]
- Accommodation: [Amount]
- Per Diem: [Amount]

For further arrangements, please provide your travel itinerary and any other necessary information by [Deadline Date]. Should you have any questions, feel free to reach out to us at [Contact Information].

We look forward to your participation in this important event.

Best regards,

[Your Name]

[Your Title]

[Your Institution]