

Travel Support Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your travel support for the upcoming [Conference Name] scheduled on [Conference Dates] at [Conference Location]. Your dedication and contributions to [Field/Area of Expertise] are highly valued, and we are excited to have you join us.

Your travel support covers:

- Flight expenses up to [Amount]
- Accommodation expenses for the duration of the conference
- Daily meal allowances

Please retain all receipts and invoices related to your travel expenses for reimbursement. Should you have any questions or require further assistance, do not hesitate to reach out to us at [Contact Information].

We look forward to your participation in [Conference Name]. Safe travels!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]