Date

Dear Graduate Student Organization:

I will be graduating this spring/fall/summer and defending my thesis/dissertation. I am requesting $100 for costs associated with producing my thesis/dissertation on the topic of research area/title.

Support from GSO will help ease the financial burden of printing and binding costs, copyright fees, and uploading to the University’s database. I have attached an itemized list with the breakdown of these costs for clarification.

Please contact me at email address if any additional information is required.

Sincerely,

Student Name

Department Name