Date

Dear Graduate Student Organization:

I am applying for funding for costs associated with my thesis/dissertation research. I am requesting $amount from GSO to help make this research possible.

My thesis/dissertation is focused on research topic. [Brief explanation of research, its importance, and its contribution to the field].

[Explanation of associated research cost(s)/item(s), necessity of specified items for carrying out thesis/dissertation research project, and how GSO funds will be used.]

I do not have access to departmental funding for this/these cost(s); therefore, financial support from GSO would help me conduct this research and contribute to my thesis/dissertation project. 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

**Note: Please make appropriate modifications to this letter if your request is for other items in the Research & Supplies category (i.e., comprehensive exam preparation, InterLibrary Loan fees, etc.).**