Date

Dear Graduate Student Organization:

I will be presenting my research at the Conference Association Name’s [virtual] conference in Month year, hosted in City, State. I have reviewed the Travel Tier List on the GSO website and see that based on this destination, I am eligible for up to $amount. I am requesting $amount from GSO to help ease the financial burden of this experience.

My presentation is titled [Insert Research Project Title]. [Brief explanation of research, importance, and contribution to the field]. Attending and presenting at this conference will help me gain valuable feedback on my project and will provide me with numerous networking opportunities that will assist with my professional and academic development.

Costs associated with presenting include [brief list of costs (registration, travel, lodging, etc.)]. I do not have access to departmental funds for this/these expense(s); therefore, financial support from GSO would help make this experience possible. I have attached an itemized list with the breakdown of these costs for clarification.

I have also attached my conference acceptance for verification.

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

Sincerely,

Student Name

Department Name