Date

Dear Graduate Student Organization:

I will be attending the Conference Association Name’s [virtual] conference in Month year. I am requesting $amount from GSO to help ease the financial burden of this experience.

I am interested in research topic. [Brief explanation of research and how conference attendance will be beneficial for academic and project development].

Costs associated with attending this conference 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.

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

Sincerely,

Student Name

Department Name