

Request for travel subsidy

This letter is a formal appeal to you for help with the expenses required for attending the workshop. I am completely dependent on the fellowship provided by the institute for my studies which won't be sufficient to support my expenses required for the travel and accommodation. Also, the institute does not provide any kind of financial support to attend workshops (limited available funds are only meant for attending international conferences). Given my field the topics of the workshop are interesting and relevant. It would be really very helpful for my future studies but unavailability of funds would make it impossible for me to join the summer school. I will be very grateful if you could provide me the required subsidy (1500 GBP). I am very interested in the topics and hence requesting you to consider my application with utmost preference.

Thanks and Regards

Kamal Tewari