

## **Request for travel subsidy**

This letter is a formal appeal to you for help with the expenses required for attending the workshop. I am a final year PhD student and will be shortly completing my research at the institute. During my PhD years I have completely utilized all the funds available to me for presenting research work in various conferences. The topics of the workshop are of my utmost interest given my field which is completely based on computational skills and knowledge. It would be really very helpful for my future studies but unavailability of funds is a constraint that has pushed me to request for a subsidy. I will be very grateful if you could provide me the required subsidy as otherwise, I won't be able to join the workshop. I have to again tell you I am very interested in the topics and hence am requesting you to consider my application with utmost preference.