

Request for travel subsidy

This letter is a formal appeal to you for help with the expenses required for attending the workshop. Currently, I am dependent on a fellowship provided by my Institute for my studies. The fellowship entails a stipend to cover for daily expenses; the sum and savings from which will be insufficient for the travel and accommodation arrangements around the workshop. Unfortunately, the institute does not keep a provision of funds to support scholars in attending workshops (the limited available funds are allocated for attending International Conferences). The workshop is tailored for scholars with interest in the domain and I believe that it aligns perfectly with my area of research interest.

An unavailability of funds, however, would make it impossible for me to join the summer school of which I really wish to be a part. It will be of immense help if you could arrange for a subsidy (1500 GBP) so that I get to attend the school. The curriculum and motive of the workshop are aimed at scholars like myself and I believe it could really benefit the research that I am pursuing.

Request you to kindly consider this application and enable my attendance.