

[DATE]

Dr. John Doe, Associate Dean
College of Arts and Sciences
University of America
1234 Shady Oaks Dr.
Nashville, Texas 73542

Dear Dr. Doe

I am requesting funding to attend Blogging While Brown, the international conference for bloggers of color. The conference will be held in Washington, DC, June 18-19, 2010.

Attending the conference will give me direct access to presentations from subject matter experts and innovators and expand on knowledge, skills and abilities related to the latest technological developments in [CHOOSE ONE: digital media content creation and distribution, online organizing and activism, and business models in the digital age]. In addition, this year's conference will address raging policy debates related to access and content distribution online as well as burgeoning new regulatory frameworks such as net neutrality, the Digital Divide, and universal broadband internet access.

Conference attendees are students and professionals from a wide range of disciplines and the conference is designed to allow attendees to explore issues directly connected to their own area of work or course of study while providing the opportunity to engage with other professionals and students.

I am requesting a total of \$850.00. The budget includes:

Conference Registration	\$ 150
Airfare	\$ 350
Hotel (\$149/night)	\$ 300
Airport Transportation	\$ 50
TOTAL	<u>\$850</u>

Thank you for considering this request. I will be happy to provide any additional information that may influence your decision to approve funding.

Sincerely,

[YOUR NAME]