*[Your Name]*

*[Your Major] Student*

*[Your Institution]*

*[Your Address]*

*[City, State, Zip Code]*

*[Email Address]*

*[Phone Number]*

*[Date]*

*[Sponsor’s Name]*

*[Sponsor’s Title]*

*[Sponsor’s Organization]*

*[Sponsor’s Address]*

*[City, State, Zip Code]*

Dear *[Sponsor’s Name],*

I am writing to request *[Sponsor’s Organization]*’s support of my participation in the Council for Opportunity in Education’s TRIO Future Leaders Summit which will be held April 13-17, 2025, in Washington, D.C.

The summit will convene 30 TRIO college students from various parts of the U.S. and U.S. Territories to enhance their leadership skills and allow them to explore careers in public policy. During the event, I will have the opportunity to connect with TRIO alumni, senators, and representatives while exploring career opportunities in public policy. Activities will include team collaboration to review and evaluate political case studies and present findings as part of policy analysis and research. Additional topics addressed will include career skill development, graduate school exploration and internship preparation.

The budget below outlines the conference expenses and highlights how your contribution can help me meet those costs.

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item | Amount Needed | Source of Funding | Notes |
| Conference Registration | $2000.00 | *[Note in this column which expenses are covered and by whom. If the expenses are not covered, put “requesting funds” to indicate this is your request.]* | Registration includes all expenses upon arrival in Washington, D.C. |
| Transportation Costs | $00.00 *[Insert estimated amount]* |  | Covers Airfare to and from Washington, D.C. |
| Meals | $00.00 *[Insert estimated amount]* |  | Meals during travel to and from the event. |
| Other Fees/Incidentals  | $00.00 *[Insert estimated amount]* |  | Baggage fees, supplies, etc. |

Through the above-mentioned funding support, I plan to *[Insert your goals for the Summit such as present research, visit Graduate School Expo, find a mentor, etc.]*. This will help me *[Insert content on how this will help you reach your educational/career goals].*

To conclude, I respectfully request *[Insert amount]* to support my participation in the 2025 TRIO Future Leaders Summit.

Thank you for your consideration.

Sincerely,

*[Insert Name and Signature]*