To,

The Director, Date:

Meerut Institute of Engineering & Technology,

Meerut.

Sub: Application for providing financial support for attending conference/workshop

Respected Sir/Madam,

I am writing to request financial support from MIET to attend \_\_\_\_\_\_\_\_\_\_\_\_\_scheduled to take place at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at MIET, I am constantly seeking opportunities to enhance my professional knowledge and skills. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_promises to be an invaluable experience where I can gain insights into the latest developments, trends, and best practices in the industry. Participating in this event will not only enrich my understanding but also allow me to bring back valuable knowledge that can be shared with my colleagues and students.

While I am enthusiastic about participating in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am mindful of the financial implications associated with attending such events. Therefore, I am kindly requesting financial support from the institute.

Your support will be greatly appreciated, and I look forward to representing MIET in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Yours sincerely

Forwarded by: ( )

 Designation:

Approved by: Department: