[Your Name]

[Email Address]

[Date]

[Geoscience Department]

[University/Institution Name]

Subject: Request for Financial Support to Attend the 42nd Annual Technical Conference of the National Association of Black Geoscientists

Dear [Geoscience Department],

I am writing to request financial support to attend the 42nd Annual Technical Conference of the National Association of Black Geoscientists (NABG), scheduled to take place from September 27 to September 30, 2023, at the AGU Headquarters in Washington, DC. This year’s theme is "Geoscience United - Collaborating for a Sustainable and Equitable Future." Attending this conference would allow me to engage in crucial discussions and collaborations with geoscientists from diverse backgrounds and experiences.

The NABG Conference offers invaluable opportunities for students, including networking, community building, access to scholarship, internship and job opportunities, and a culminating field trip. By attending this conference, I will be able to connect with professionals in the field, expand my knowledge through technical talks and workshops, and gain insights into potential career paths. Furthermore, my participation will contribute to the diverse and inclusive community fostered by the NABG, while also representing our geoscience department on a national platform.

As part of their commitment to student involvement, the NABG has secured a grant from the National Science Foundation (NSF) to partially cover the costs of attending. I kindly request additional financial support from the geoscience department to help offset the costs of travel. Your support would enable me to fully participate in this enriching experience and make the most of the educational and networking opportunities that the conference offers.

I assure you that any financial assistance provided will be utilized judiciously and responsibly. I am committed to sharing the knowledge, insights, and connections gained at the conference with my fellow students and faculty members, thereby enhancing the geoscience department's collective growth and impact.

Thank you for considering my request for financial support to attend the 42nd Annual Technical Conference of the National Association of Black Geoscientists. I look forward to discussing this opportunity further and providing any additional information that may be required. Your support will not only contribute to my personal and professional development but also reflect positively on our geoscience department as we strive for excellence and inclusivity.

Yours sincerely,

[Your Name]