

Student Name

From: Student Name
Sent: Thursday, September 21, 1978 9:39 PM
To: travelrepinmydepartment@fsu.edu
Subject: Application for upcoming travel
Attachments: Travel Funding Application.pdf

Dear [Travel Representative],

I am submitting my application for the departmental travel funding for my travel to [upcoming conference]. The application is attached here. Please let me know of next steps.

Thank you,
[Student Name]