

Sample e-mail requesting Student Support

From "prof. Einstein" <einstein@university.edu >
To: "eipbn.chair" <eipbn.chair@gmail.com>
Cc: "prof.feldman" <feldman@ece.lsu.edu>,
<melissaw@widerkehr.com>

Date: [As early as possible – earlier requests will be given higher consideration]

Subject: **EIPBN 2010 Student Support**

Dear EIPBN 2010 Conference Chairman:

One of my best students, [Student name], has (submitted an abstract / had an abstract accepted) for presentation at EIPBN 2010. The technical area is/are [insert topic – E-Beam lithography, nano-materials, etc.] and the abstract has been assigned abstract number [**fill in abstract submission number**]. The work describes the performance of [E-beam nanopatterning for making imprint templates at relativistic speeds.*]

It is my intention that my student will travel to Anchorage, AK to present his work on this topic in person at the conference. I understand that some financial support for students will be available to allow students to travel to the conference, and I would be grateful if [Student name] would be considered for this support.

Thank you very much for your consideration,

Professor Alvin Einstein
Richard Feynman Chair of NanobioScience
University College
Boston, NJ. 99999

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Einstein@university.edu

* You can provide a brief description of the paper to help insure the author is properly identified. However, granting of student support will be primarily based on the ranking of the abstract and then on the date of the request letter.