

[Date]

FREDERICK T. VILLA, DT
University President

THRU: MARISSA C. ESPERAL, PhD
Vice President for Research, Extension, Production,
Development, & Innovation

SUBJECT: Request for assistance for research presentation

Dear **Sir:**

We are pleased to inform you that our team was invited to present our research paper entitled **[Title of Paper]** in the **[Name of Conference]** organized by **[Name of Organizer]** on **[Conference Dates]** at **[Conference Venue]**. Attached herewith are related documents for your review.

In relation thereto, we humbly request presentation assistance to cover the expenses associated with our participation in the conference, to wit:

Conference Registration	[Amount]
Transportation	[Amount]
Accommodation	[Amount]
Daily Subsistence Allowance	[Amount]

We hope to merit your favorable response on this request.

Very truly yours,

[NAME]
[Academic Rank]

Noted:

[NAME]
Dean/Director [College/Campus]

HELENE D. DAYA, PhD
Head, Faculty and Staff Development Program

NICANOR L. GUINTO, PhD
Director, Research Services Office

Recommending Approval:

Approved/Disapproved:

MARISSA C. ESPERAL, PhD
Vice President for REPD

FREDERICK T. VILLA, DT
University President