

Dear Conference Selection Committee:

I am pleased to write this letter of support for [INSTITUTION]'s bid to host the [INSERT YEAR HERE] Student Technology Conference. [INSTITUTION] and [DEPARTMENT] are excited about the possibility of hosting.

I offer my full support on behalf of our [DEPARTMENT] and [INSTITUTION]. The university/college and [CITY] are well-positioned to host this type of conference as we have a dedicated staff, excellent facilities, and a great location with easy access to transportation option and great entertainment and recreational opportunities. The campus will have plenty of parking, accommodations, and meeting space to host a successful conference. Our staff has the support to attend the ResNet Student Technology Conferences leading up to [YEAR] to learn first hand what is needed to host a successful conference.

If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

Name

Title

Department

Contact information