Dear [XYZ] Students' Union

I am getting in touch on behalf of [XYZ] Socialist Students society to ask whether the SU could provide funding for students at [XYZ] university to attend the Socialist Students conference 2026, which is taking place at the University of Manchester on Saturday 14 February.

We believe the conference will be a valuable opportunity for all students to discuss and debate how students can campaign for a decent future in 2026. The conference will explore questions such as how to win funding for education, how to build a voice for students in parliament and local councils, and how to link up the campaigns of students in Britain with young people around the world. It will help to equip students with the confidence to campaign and speak about ideas that matter them.

Would the SU be able to provide funding for students wishing to travel to this event? In addition, would the SU be happy to send a representative/representatives to attend the conference? As students at [XYZ] university, we think it is important that our elected student officers are bringing the voice of our student body to the discussion that will be taking place at the conference.

Kindest regards,

[YOUR NAME], [XYZ] Socialist Students