

Funding Request Template Letter
<https://www.cathymazak.com>

Dear [insert decision-maker],

I am writing to request funding to participate in a professional development experience that is in support of our university's strategic plan. As you know, writing and publishing are essential activities for professors at [your university]. In addition, the strategic plan emphasizes [insert relevant quote(s) from strategic plan here]. For this reason, participating in professional development experiences that are known to increase writing and publication output are important for faculty such as myself [you could specify junior faculty/women faculty/women of color/recently tenured faculty].

The Academic Women's Writing Roadmap is a program that helps academic women such as myself write and publish more. Based on my experience with program creator Cathy Mazak's writing development techniques for faculty, I know that I would benefit from this intensive professional development experience. My aim is to use this program to [outcome specified in your university's strategic plan] much more effectively than if I were not to participate in the program. The writing and time management skills that I will learn will help me achieve my publication goals much faster than if I were to try to do it alone, and will have lasting effects on my work in [your field/specialization].

Tuition for The Academic Women's Writing Roadmap is \$2,500, and if I register by May 4, I get a discounted rate of \$2,000. Would you be willing to support my participation in the program as part of your commitment to [value expressed in the strategic plan]? Previous participants have learned skills they have been able to share with colleagues and graduate students, and I am hoping to do the same.

I appreciate your consideration of my request and look forward to hearing from you in time for registration in the program.

Sincerely,
[You ;)]