**\*\*\*Template letter for funding request to attend the   
National Association of Graduate-Professional Students Legislative Action Days 2014\*\*\***

[Date]

Dear [requestors name],

I am writing to request funding to attend the Fall 2014 Advocacy Summit and Legislative Action Days (LADs), organized by the National Association of Graduate-Professional Students (NAGPS) from September 27-30, 2014. As you may know, [Your graduate student organization] is a member of NAGPS, the only national, student-run, volunteer organization representing the interests of graduate and professional students at public and private institutions. Founded in 1986, NAGPS currently represents more than 600,000 graduate and professional students at more than 90 institutions across the United States.

As part of their mission to advocate on behalf of graduate and professional students and provide their members with the resources to better serve their constituents, NAGPS hosts bi-annual LADs to provide students with opportunities to meet with Congressional members and their staffers. Since 2012, LADs have been accompanied by a weekend of advocacy training prior to meetings, to educate students about the legislative process, advocacy techniques, and graduate student issues. This training has featured distinguished speakers from a variety of institutions including government agencies, the American Council of Education, the American Association for the Advancement of Science, and the Right to Research Coalition.

This fall, NAGPS will focus their Legislative Action Days on the graduate student debt burden, science and research funding and open access for federally funded research. The NAGPS LAD provides an excellent opportunity for our students to be represented in Washington D.C. and to advocate for graduate-professional student issues, particularly at a time when we continually face difficult economic times in higher education. Meetings with Congressional members and their staff can also provide our school with the opportunity to highlight our student advocacy efforts through press releases and media outreach.

In order to attend the NAGPS LAD, I am requesting [insert funding amount $] in funding. [Include details here about funding requests]. Additional information about the event can be found at: <http://nagps.org/events/2014lad>s/

Thank you for your kind consideration of this request.

Sincerely,

[Your name]