

[Your Institution's Letter Head]

[Today's Date]

To whom it may concern:

1. Provide a brief self-introduction of yourself
2. Justify why YOU are the best candidate for attending the NSE workshop
  - a. e.g. [name] is one of my [title] students who is working on the [research] project. [name] is interested in the dynamics of [group], therefore, I believe this workshop will help [name] to explore the....
3. We secured some funding to support the student for travel and lodging to participate the workshop. However, since the funding is limited, we cannot guarantee that everyone will have a 100 % funding support. Although we will try our best to support the student, please include a statement of your willingness to support the student's additional expenses, e.g.: "I, [your name], will cover the additional expenses for [name's] travel that the funding agency cannot cover."
4. The length of the letter should be limited to ONE page.