

Please print on department letterhead or stamp document with department stamp

**To: GAFAC Committee**

**From: Jane Doe, Program Manager**

**RE: (Student's name)**

Please let this memo serve as notification that the {enter department name} does not have additional funding support for master/ doctoral students to attend {enter name of conference and dates}.

Should you require additional information, please do not hesitate to contact me at 305-284-xxxx.

Sincerely,

{Enter point of contact name and title}