Date: <insert date>

Dear <department head or name of decision maker>,

I have been invited to attend the 2019 QuestBridge Scholar Summit, **QB25**, which will take place in San Francisco, California on July 26-28. QuestBridge is a national non-profit organization that connects high-achieving, low-income students with top opportunities, including full scholarships, to outstanding colleges and universities. I would like to express my desire to attend this summit and why it will be beneficial to my professional and personal development. In the following page, please see the estimated costs.

I am a QuestBridge Scholar who benefited immensely from this organization. Coming from a low-income background, I applied to the QuestBridge National College Match to maximize my opportunities to attend a top college, and I was fortunate to receive a generous financial aid package <or full scholarship, etc.> from <your college name> to make this a reality. Since 1994, QuestBridge has successfully “matched” thousands of students to its college partners, which includes liberal arts colleges like Amherst and Williams, as well as research universities like Stanford, UChicago, or Yale.

The QuestBridge Scholars Network (QSN) is composed of National College Match Finalists and their peers who attend our QuestBridge college partners. This national community aims to support members through multiple levels of engagement in college, including self-engagement in holistic growth, community engagement with the QSN, and broader civic engagement through public service. As an active member of <your college name>’s QSN Chapter, I have served our community in various ways. <insert details about your QSN Chapter and achievements that may be relevant (i.e. the years you have participated in your QSN Chapter, any QSN Chapter leadership roles or activities you have supported, etc.)>

Through the QSN Chapter, I joined a community of Scholars similar to myself – many of us who were the “first” in our families or communities to achieve many things. While we may all come from humble beginnings, we all share an intense desire to make an impact in our respective fields, and I hope to participate in this unique gathering of over 1,000 QuestBridge Scholars and Alumni to learn more from this powerful community, which includes many accomplished leaders and professionals.

The QB25 Scholar Summit will include several keynote speakers, facilitated workshops, and various panel sessions. Themes include financial literacy, career development, relationships and identity, and community building; themes that are uniquely relevant to QuestBridge Scholars. I am particularly excited to participate in these sessions: <insert names of a few example sessions and explain why you are drawn to those topics>. Some keynote speakers include Reid Hoffman, Founder of LinkedIn, and Bill Bradley, former U.S. senator and presidential candidate. Please learn more about the summit at **qb25.questbridge.org**.

As a QB25 Scholar Summit attendee, I expect to:

1. **Reflect** on my capacity and potential as a QuestBridge Scholar.
2. Participate in formal and informal opportunities to **share stories**, and to **be seen and heard**.
3. **Connect** and be inspired by peers and near-peers through their stories, accomplishments, and reflections.
4. **See, hear, meet**, and **learn from role models** who came from backgrounds like my own.
5. Learn **tangible, actionable tools, skills,** and **resources** that are relevant to my stage of life, professionally and personally.

I believe that attending this conference will support my personal and professional development by helping me achieve these academic and career goals: <insert relevant goals>. Beyond myself, the connections and knowledge I gain will also benefit <your college name>’s QSN Chapter. If funded for this conference, I plan to share the relevant lessons and tangible tools with my fellow chapter members when I return to campus in fall 2019. In addition, I would be happy to present my key take-aways to administration on how this conference impacts <your college name>’s low-income community as well.

**Estimated Costs for the 2019 QuestBridge Scholar Summit, QB25, in San Francisco:**

Below is a breakdown of estimated costs related to travel and participating. Thanks to the generosity of QuestBridge and sponsors, a large portion of the expenses will be covered already, however, I would greatly appreciate assistance covering the additional costs:

**Registration:**

$85 before April 30, 2019

$100 after May 1, 2019

**Travel Expenses:**

QuestBridge will provide travel reimbursements to attendees, up to $<insert amount based on your travel distance>. Additional travel expenses I will incur: $<insert amount and reason (i.e. car rental, etc.)>

**Hotel Accommodations:**

QuestBridge will cover these expenses.

**Dining:**

QuestBridge will cover meals during the summit. Additional food costs I will incur during travel: $<insert amount and reason>

**TOTAL AMOUNT REQUESTED:** $<insert amount>

I appreciate your time and consideration of my application for funding. Please do not hesitate to contact me at <insert email and phone number> if you have questions about my application. You may also directly reach out to [qb25@questbridge.org](mailto:qb25@questbridge.org) if you have additional questions about the conference.

Sincerely,

<your signature>

<your printed name>