

[Your Name]  
[Your Title]  
[Your Fraternity Chapter Name]  
[University Name]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]  
[Department/Office Name]  
[University Name]  
[Address]



YOUR BUSINESS ADVANTAGE  
FOR LIFE

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Chapter Name] of Pi Sigma Epsilon (PSE) to request financial support for our members to attend the upcoming PSE National Convention, which will be held in the Greater Cincinnati area from March 19-22, 2025. As a chapter committed to the academic and professional development of our members, we believe this convention represents an extraordinary opportunity for us to enhance our skills, engage with peers from across the country, and showcase our university's reputation within the professional sales and marketing community.

### **Why This Matters for Our School:**

By attending and actively participating in the convention, our students will not only deepen their knowledge of the sales and marketing industries but will also bring invaluable recognition to [University Name]. The PSE National Convention features competitive events, workshops, and networking opportunities that allow our members to demonstrate the caliber of education they have received at our institution. In turn, this can foster a stronger reputation for our university's business, marketing, and sales programs, creating a lasting impact for future students who will look to these programs as a springboard for their own professional aspirations.

### **Advantages of the Event's Location:**

This year's convention is particularly advantageous for our chapter, as the event will be held in the Greater Cincinnati area, within driving distance of [University Name]. The proximity of the event significantly reduces the travel costs typically associated with attending national conferences, making this a cost-effective opportunity for our students to participate without the added burden of expensive air travel.

## Costs Per Student:

The total cost for each student to attend the convention is approximately \$1,000, which includes the registration fee, travel, lodging, and meals. The specific breakdown is as follows:

- **Registration Fee:** \$425
- **Travel and Transportation:** \$[estimated amount] (reduced due to proximity)
- **Lodging (shared accommodation):** \$250/person, based on quad occupancy
- **Meals:** \$100 (most meals are included with registration)

We are committed to reducing the financial burden on our chapter by actively pursuing multiple funding sources, including individual savings, chapter fundraising events, and outreach to alumni. Additionally, we are seeking to reduce costs through travel partnerships and by utilizing personal travel rewards such as frequent flyer miles and hotel points.

## Commitment to Offset Costs:

In the spirit of shared responsibility, each participating student is personally contributing to the cost through various means, including savings, contributions from friends and family, and crowdfunding initiatives. We are also organizing a chapter fundraiser to further reduce the total cost of attendance for each student. By combining our own financial commitment with the support we are seeking, we aim to ensure that our chapter maintains “skin in the game” and demonstrates our serious investment in this professional development opportunity.

We are seeking a contribution of [\$requested amount per student or total] from the [Department/Office Name] to assist with the overall expenses. Your support will directly contribute to the development of students who are future leaders in the fields of sales and marketing, and help us further elevate the prestige of our institution on the national stage.

We greatly appreciate your consideration of this request and would be happy to discuss this opportunity further. Thank you for your time, support, and for all that you do to foster excellence at [University Name]. We look forward to your response and the possibility of your support.

Warm regards,  
[Your Full Name]  
[Your Title]  
[Chapter Name]  
[University Name]  
[Phone Number]  
[Email Address]