

# MAIL TO SELF

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<Name of University>

<Name of Department>

<Professor Name>

<Professor Designation and Department>

<Address>

<City, State, Zip code>

<Date>

<Name of Recipient>

<Designation of Recipient>

<Name of Organization>

<Address>

<City, State, Zip code>

Dear <Recipient Name>,

I hereby submit a proposal in support of my research program titled <Name of Research Program> to be conducted under my supervision in my university <Name of University>'s <Laboratory Name> laboratory.

I, therefore, request you for a funding of an amount of <Amount in Figures> as the total estimated expenses for the period <Start Date> to <End Date>.

If you have any queries about my technical proposal, feel free to revert to me. All administration-related queries can be directed to Ms. <Name of the Contact Person> <Designation> at <Contact Number>.

I will greatly appreciate it if you consider my proposal.

Yours sincerely,

<Sender Name>

Enclosure: Proposal

Cc: <Contact person for administrative queries>