Greetings [Addressee’s/ Addressees’ Name],

I am sending this letter to you to ask for support in my group’s attendance of IEEE Rising Stars 2020 ([www.ieee-risingstars.org/](http://www.ieee-risingstars.org/)) in Las Vegas from January 3rd through 5th. The IEEE Rising Stars event will allow my group to connect what we learn in the university environment to what the industry standards are and will provide us with invaluable career knowledge.

Participants of this conference will have the opportunity to network with young professionals who have achieved professional success and also network with industry leaders. IEEE Rising Stars serves as a link between a large pool of diverse students and early career development.

A large variety of speakers are invited to Rising Stars to talk about both technical and professional topics. For its technical topics, students are taught about current innovative technology and how their career relates to the technology’s respective industry. With regards to professional topics, students are taught about the importance of basic professional knowledge that will prove helpful in their future career prospects.

The environment Rising Stars has to offer is the perfect combination for students and industry to meet. Some of the industry participants who attend Rising Stars are seeking for a student to which they can provide either internship experience or a job offer.

The cost of attendance per individual for 2020 IEEE Rising Stars is [amount]. This amount covers the registration fee, transportation, lodging, and meals. The registration price calculated into the amount is with early bird registration by [date]. The students within this group have so far raised [amount] and are in need of [amount] to cover the rest of the expenses.

My group would greatly appreciate your support of this event and has great confidence that we will come back from this experience with a lot more knowledge and insight about our careers. This experience will benefit the students of [School] greatly. Thank you for your time and consideration.

Regards,

[Name]