

[Please use the official letterhead]

To: Dr. Vaibhav Srivastava, Student and Young Members Chair, 2018 ASME DSCC

From: *[Please insert your academic advisor's name and title here]*

Dear Dr. Srivastava:

I am writing to nominate my student, *[please insert student name here]*, for a student travel grant to help defray the cost of attending the 2018 ASME Dynamic Systems and Control Conference. My student is the first author on DSCC Paper # *[insert paper number here]*, "*[Insert paper title here]*", and meets all the eligibility requirements for the travel grant. Specifically, the student:

1. Will attend DSCC to present the paper himself/herself.
2. Was indeed a student at *[insert University's name here]* at the time of submitting the above paper to DSCC.
3. Will not receive reimbursement for the requested travel expenses from another source.

I would also encourage the student to attend the DSCD Division Meeting at DSCC 2018, the **Academic Career Advice session, and Industry Networking** session.

Sincerely,

[Insert advisor's signature here]