Insert institution's letterhead

[Date]

**Re: CBIE[year] Bursary Support Letter for [applicant's name]**

Dear Selection Committee,

It is my pleasure to provide a support letter for [applicant's name]'s application for an INTL bursary for new professionals to attend CBIE[year].

By attending the CBIE conference, [applicant's name] will have a professional development opportunity to gain knowledge and insight on a wide range of international education topics and to grow their network by connecting with practitioners from across the country.

[Applicant's name] is deserving of this professional development opportunity because [describe why this person should be given this opportunity].

I fully support [applicant's name] attending the conference in November and understand that this bursary provides the applicant with a full conference pass but does not cover the cost of the applicant’s travel or other associated costs.

Best regards,

Insert signature

[Name]  
[Title]  
[Department]