Sample Department  
University of Maine  
Sample Hall  
Orono, Maine 04469  
Tel: (207) 555-5555

September 2, 2013

Graduate Student Government  
Attn: Grants Officer  
University of Maine  
5755 Stodder Hall  
Orono, Maine 04469-5755

Dear GSG Grants Officer,

I would like to thank the Graduate Student Government for the opportunity to attend and present a paper at the Vulcan Conference on May 10-12, 2013. This conference was a great benefit to my research on Vulcan mind melding and facilitated valuable networking for my work and the University of Maine.

Funds received were primarily spent in accordance with my original budget. I have enclosed all original receipts and proof of presentation. Please contact me with any questions or problems regarding the use of funds.

Sincerely,

[Your signature goes above your name]

Your Name

Enclosures:
- Receipts (10)
- Proof of presentation