

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Conference Organizer's Name]
[Conference Name]
[Conference Address]
[City, State, Zip Code]

Dear [Conference Organizer's Name],

I am writing to submit my research proposal titled "[Title of Your Research Proposal]" for presentation at the [Conference Name] scheduled to be held on [Date]. My research focuses on [briefly describe your research focus].

The key findings of my research include [summarize key findings]. I believe that these insights will be beneficial to the participants and contribute to the discussions at the conference.

Please find attached the detailed proposal for your review. I look forward to the opportunity to present my work at [Conference Name]. Thank you for considering my submission.

Sincerely,

[Your Name]
[Your University/Institution]
[Department]