

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Conference Chair's Name]

[Conference Name]

[Conference Address]

[City, State, Zip Code]

Dear [Conference Chair's Name],

I hope this message finds you well. I am writing to formally request the withdrawal of my submission titled "[Title of Paper]" (Submission ID: [Submission ID]) from consideration for the [Conference Name] scheduled to take place on [Conference Dates].

Due to [brief reason for withdrawal, e.g., personal issues, inability to attend], I regret that I can no longer participate in this year's conference. I appreciate the time and effort of the reviewers and the conference committee.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Affiliation]