

Conference Application Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding the upcoming [Conference Name] happening on [Conference Dates]. We wanted to ensure that your application for attendance/speaker participation is submitted by the deadline of [Submission Deadline].

If you have already submitted your application, we appreciate your participation and look forward to seeing you at the conference!

Please do not hesitate to reach out if you have any questions or need assistance with the application process.

Best regards,
[Your Name]
[Your Position]
[Association Name]
[Contact Information]