

# Conference Presentation Proposal

Date: [Insert Date]

To: [Conference Organizer's Name]

Conference: [Name of the Conference]

Location: [Conference Location]

Dear [Conference Organizer's Name],

I am writing to submit a proposal for a poster presentation at [Name of the Conference] scheduled for [Dates of the Conference]. I would like to share my research on [Title of Your Research] which focuses on [Brief Description of Your Research].

The key points of my research include:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

I believe that my findings will contribute to the ongoing discussions at the conference and will be of interest to the attendees.

Thank you for considering my proposal. I look forward to the opportunity to present my work at [Name of the Conference].

Sincerely,

[Your Name]

[Your Institution]

[Your Email Address]

[Your Phone Number]