

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Conference Organizer's Name]

[Conference Name]

[Conference Address]

[City, State, Zip Code]

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to formally request the inclusion of supplementary material for my conference submission entitled "[Title of Your Submission]" (Submission ID: [Submission ID]).

The supplementary material includes [brief description of the supplementary material, e.g., additional datasets, detailed methodology, extra figures, etc.], which I believe will enhance the understanding of my research findings.

Please let me know the appropriate procedure to submit this supplementary material and whether there are any specific guidelines I should follow.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]