

Proposal for Participation in Academic Conference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose my participation in the upcoming [Conference Name] scheduled to take place on [Conference Dates] at [Location]. I am keen to present my research on [Brief Description of Your Research Topic] and believe that my findings would contribute to the discussions and objectives of the conference.

As a [Your Position/Title] at [Your Institution/Organization], I have conducted extensive research on [Research Area]. My presentation will focus on [Key Points of Your Presentation], and I would be thrilled to engage with fellow academics and practitioners in this field.

I kindly request your support in facilitating my participation, which may include assistance with travel arrangements, accommodation, and registration fees. I am more than willing to provide any additional information or documentation required for this proposal.

Thank you for considering my request. I look forward to the opportunity to represent [Your Institution/Organization] and engage with peers at [Conference Name].

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]