

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that the deadline for abstract submission for the [Symposium Name] is approaching.

Please submit your abstract by [Submission Deadline Date] to ensure your participation in this exciting event. We encourage you to share your research and insights with fellow academics and professionals.

You can submit your abstract through our online portal at [Submission URL]. Should you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Email].

Thank you and we look forward to your submission!

Best regards,  
[Your Name]  
[Your Position]  
[Symposium Organization Name]  
[Contact Information]