

Follow-Up Conference Coordination

Dear [Recipient's Name],

I hope this message finds you well. Following our recent discussion regarding the upcoming conference, I would like to coordinate a follow-up meeting to finalize the details.

Proposed Dates:

- [Date 1]
- [Date 2]
- [Date 3]

Proposed Time:

- [Time 1]
- [Time 2]
- [Time 3]

Please let me know your availability for any of the proposed dates and times, or suggest alternatives that suit you better.

Looking forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]