

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the details of my submission for the upcoming [Conference Name] scheduled for [Conference Dates]. My paper is titled "[Paper Title]," and I would like to ensure that the following details are correct:

- Author(s): [Your Name(s)]
- Abstract Word Count: [Word Count]
- Session Preference: [Preferred Session]
- Submission Date: [Submission Date]

If you could please confirm these details at your earliest convenience, I would greatly appreciate it. Additionally, if there are any further materials or actions required on my part, please let me know.

Thank you for your assistance, and I look forward to your prompt response.

Best regards,
[Your Name]
[Your Institution/Organization]
[Your Email Address]