

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to inquire about the status of my registration for the [Name of the Conference] scheduled for [Conference Date]. I completed my registration on [Registration Date] and would like to confirm that my application has been received and processed.

If possible, could you please provide me with any updates regarding my registration status? I want to ensure that I have completed all necessary steps before the conference date.

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

Best regards,

[Your Name]

[Your Institution/Organization]

[Your Contact Information]