

# Letter of Acknowledgment for Conference Abstract Acceptance

Date: [Insert Date]

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]  
[Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Conference Organizer's Name]  
[Conference Name]  
[Conference Organizer's Institution/Organization]  
[Address]  
[City, State, Zip]

Dear [Conference Organizer's Name],

I am writing to formally acknowledge the acceptance of my abstract titled "[Title of Your Abstract]" for presentation at the [Conference Name] scheduled on [Conference Dates] in [Conference Location].

I appreciate the opportunity to present my research, and I am looking forward to sharing my findings with fellow attendees.

Please let me know if there are any additional requirements or documents needed prior to the conference.

Thank you once again for this opportunity.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Institution/Organization]