

# Letter of Acceptance

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Conference Name]  
[Conference Organization]  
[Conference Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your abstract titled "[**Title of Abstract**]" has been accepted for presentation at the [**Conference Name**], which will take place on [**Conference Dates**] in [**Location**].

Your contributions are valuable to the success of our conference, and we look forward to your presentation at the event. Further details regarding the scheduling and logistics will be sent to you shortly.

Please confirm your acceptance of this invitation to present by responding to this email by [**Response Deadline**].

Thank you for your interest in [**Conference Name**]. We look forward to your participation!

Sincerely,

[Your Name]  
[Your Position]  
[Conference Name]  
[Contact Information]