

Poster Presentation Approval

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

[Institution/Organization Name]

Address: [Institution Address]

Dear [Recipient's Name],

We are pleased to inform you that your poster presentation titled "**[Title of the Poster]**" has been officially approved for [Conference/Exhibition Name] to be held on [Event Date].

Please ensure that your poster is prepared in accordance with the guidelines provided by the organizing committee. The dimensions and specifications for the poster can be found at [Insert Link to Guidelines].

We congratulate you on this achievement and look forward to your valuable presentation.

Best Regards,

[Your Name]

[Your Position]

[Department/Organization Name]

[Contact Information]