

# Notification of Conference Session Duration Modification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a modification regarding your session at the upcoming [Conference Name] scheduled for [Conference Dates].

After careful consideration, we have decided to modify the duration of your session titled "[**Session Title**]" from [Original Duration] to [New Duration]. This change has been made to accommodate our overall schedule and allow for more diverse presentations.

We appreciate your understanding and flexibility regarding this modification. Should you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your cooperation, and we look forward to your presentation.

Best regards,

[Your Name]

[Your Position]

[Conference Organization Name]

[Contact Information]