

# Notification of Conference Session Participation Requirement Change

Dear [Participant's Name],

We hope this message finds you well. We would like to inform you of a change regarding the participation requirements for the upcoming [Conference Name] scheduled on [Date].

Due to [reason for change], we have updated the following requirements:

- [New Requirement 1]
- [New Requirement 2]
- [New Requirement 3]

We encourage you to review these changes carefully and ensure that you meet the new requirements by [Deadline Date]. Should you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and cooperation. We look forward to your participation in [Conference Name].

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]