

Conference Attendee Withdrawal Procedure

Dear [Attendee Name],

We regret to inform you that we have received your request to withdraw from the [Conference Name] scheduled on [Conference Date]. We understand that circumstances can change and we appreciate your communication.

Withdrawal Process

1. Please complete the attached withdrawal form.
2. Submit the completed form via email to [Contact Email].
3. Expect a confirmation email within [Time Frame] once your withdrawal is processed.

Refund Policy

As per our policy, refunds will be issued according to the following schedule:

- Full refund if withdrawn [X weeks/days] before the conference.
- 50% refund if withdrawn [Y weeks/days] before the conference.
- No refund if withdrawn within [Z weeks/days] of the conference.

If you have any questions, please feel free to reach out to us at [Contact Email] or [Contact Phone Number].

Thank you for your understanding and we hope to see you at future events.

Sincerely,

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