

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Conference Organization Name]

[Organization's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an accurate contact number for the upcoming [Conference Name] scheduled for [Conference Dates]. After multiple attempts to reach out, I have faced difficulties due to discrepancies in the contact information provided.

Having clear communication is essential for the success of my participation in this event. I would greatly appreciate it if you could provide me with the correct contact number or, alternatively, connect me with someone who can assist.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]