

Request for Correction of Conference Contact Information

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding the contact information listed for the upcoming [Conference Name] scheduled for [Date].

It has come to my notice that the current contact details provided are incorrect. The accurate contact information is as follows:

- Contact Name: [Correct Contact Name]
- Email Address: [Correct Email Address]
- Phone Number: [Correct Phone Number]

It would be greatly appreciated if you could update the conference materials with this information at your earliest convenience to ensure all attendees have the correct points of contact.

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Your Email]
[Your Phone Number]