

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request clarification regarding the contact details for the upcoming [Conference Name] scheduled for [Dates]. It is essential for us to finalize our arrangements and ensure effective communication.

Could you please confirm the appropriate contact person and their email address or phone number as soon as possible? Your assistance in this matter is greatly appreciated.

Thank you for your prompt attention to this urgent request. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]