

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to verify the communication number associated with my submission to the [Conference Name] which will take place on [Conference Dates]. The communication number is [Insert Communication Number].

Please feel free to contact me if you require any further information or clarification regarding this submission.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Institution/Organization]