

Personalized Badge Request for Academic Conference

Date: [Insert Date]

[Your Name]

[Your Affiliation]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request a personalized badge for the upcoming [Conference Name], scheduled to take place on [Conference Dates] at [Conference Location]. As a [Your Position/Title] at [Your Institution/Organization], I am keen to participate in the event and engage with fellow academics and professionals in the field of [Your Field/Area of Study].

For the badge, I would like it to read: **[Your Name, Your Title, Your Institution]**. I believe that having my title and affiliation displayed will help foster networking opportunities and facilitate meaningful conversations during the conference.

Thank you for your attention to this matter. I look forward to your prompt response and to attending the conference.

Sincerely,
[Your Name]