

Request for Inclusion in Conference Program Booklet

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Conference Organizing Committee]
[Conference Name]
[Organizing Institution/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the inclusion of our organization's information in the program booklet for the upcoming [Conference Name] scheduled for [Dates] in [Location].

As [your brief introduction or purpose of the organization], we believe that our participation would greatly benefit the attendees and contribute to the overall objectives of the conference.

We would like to present [specific details about the information or content to be included, such as a summary of your session, organizational profile, etc.].

Thank you for considering our request. We look forward to the opportunity to be part of this significant event.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]