

Submission Letter for Conference Program Booklet

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Conference Chair's Name]

[Conference Name]

[Conference Address]

[City, State, Zip Code]

Dear [Conference Chair's Name],

I am writing to formally submit my work titled "**[Title of Your Submission]**" for consideration in the program booklet of the [Conference Name] taking place on [Conference Dates].

This work addresses [briefly describe the focus of your submission and its significance]. I believe it will contribute greatly to the discussions at the conference.

Attached to this letter are [list any accompanying materials such as an abstract, biography, etc.]. I look forward to your positive response and the opportunity to present my work.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]