

Conference Acknowledgment of Receipt

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to acknowledge the receipt of your travel grant application submitted for [Conference Name]. Your application was received on [Insert Date].

We appreciate your interest in participating in our conference and recognize the efforts you have made in submitting your application. Our committee will review all applications, and we anticipate notifying applicants of their status by [Insert Date].

Should you have any questions in the meantime, please do not hesitate to contact us at [Contact Email] or [Contact Phone Number].

Thank you for your application, and we wish you the best of luck.

Sincerely,

[Your Name]

[Your Title]

[Conference Name] Committee

[Organization Name]

[Contact Information]