

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Conference Organizing Committee]

[Conference Name]

[Conference Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my disappointment regarding the logistics of the recent [Conference Name] held on [Conference Dates]. As an attendee, I had high expectations for an organized and smoothly run event, unfortunately, several issues affected the overall experience.

Firstly, the registration process was chaotic, causing long wait times and confusion among participants. Additionally, the scheduling of sessions was not communicated effectively, resulting in overlapping events that made it difficult to attend the ones most relevant to my interests.

Moreover, there were technical difficulties during key presentations, which hindered the quality of the discussions. It was disheartening to witness speakers unable to share their insights fully.

I understand that organizing a conference of this magnitude comes with its challenges, yet I believe there are areas for improvement that could enhance the experience for all attendees moving forward.

Thank you for taking the time to consider my feedback. I look forward to your response and hope for better logistics in future events.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]