

Request for Withdrawal of Conference Abstract

Date: [Insert Date]

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to formally request the withdrawal of my abstract titled "[Insert Title of Abstract]" that was submitted for consideration at [Insert Conference Name].

Due to [brief reason for withdrawal, e.g., unforeseen circumstances, scheduling conflicts], I am unable to present at the conference this year.

I appreciate your understanding in this matter and apologize for any inconvenience this may cause. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Affiliation]

[Your Email Address]

[Your Phone Number]