

Date: [Insert Date]

[Recipient Name]

[Conference Name]

[Conference Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the withdrawal of my article titled "[Article Title]" submitted for the [Conference Name], scheduled on [Conference Dates].

After careful consideration, I have decided to retract my submission due to [brief reason for withdrawal, e.g., personal circumstances, further research, etc.].

I apologize for any inconvenience this may cause and appreciate your understanding regarding this matter. Please confirm the withdrawal of my article at your earliest convenience.

Thank you for your attention to this request. If you need any further information, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Affiliation]

[Your Email Address]

[Your Phone Number]