

[Your Name]

[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 submit my proposal titled "[Title of Your Presentation]" for consideration to present at the [Conference Name] scheduled for [Conference Dates].

This presentation aims to [briefly describe the purpose and significance of your presentation]. I believe it will engage attendees and contribute meaningful insights on [topic area].

Attached are the abstract, and any other required materials as specified in the submission guidelines. I look forward to the opportunity to share my work with fellow participants and contribute to the discussions at the conference.

Thank you for considering my proposal. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Affiliation]