

# Proposal Submission Letter

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Title: [Insert Recipient Title]

Conference Name: [Insert Conference Name]

Conference Address: [Insert Conference Address]

Dear [Recipient Name],

I am writing to formally submit my proposal for participation in the [Insert Conference Name] scheduled to take place on [Insert Dates]. My research paper, titled "[Insert Paper Title]," discusses [Briefly explain the topic and significance of your work].

I believe that my findings could contribute to the discussion and development of knowledge in [Relevant Field/Area]. I have attached the full proposal along with my CV for your review.

Thank you for considering my submission. I look forward to the opportunity to present my work at the conference.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution]

[Your Email Address]

[Your Phone Number]