

# Letter of Introduction

Date: [Insert Date]

To the Conference Committee,

My name is [Your Name], and I am a [Your Position] at [Your Institution]. I am writing to formally introduce myself and my work, which I believe aligns closely with the themes of the upcoming [Conference Name], scheduled for [Conference Date].

My research focuses on [Briefly describe your research area], and I am particularly interested in [specific aspect of your research]. During the conference, I intend to present [Title of Your Presentation], where I will discuss [Brief description of what you will present].

I am eager to share my findings and engage in discussions with fellow researchers and attendees. I believe that my presentation will contribute to [Explain how your work relates to the conference theme or goals].

Thank you for considering my application to present. I look forward to the opportunity to participate in [Conference Name].

Sincerely,  
[Your Name]  
[Your Institution]  
[Your Email]  
[Your Phone Number]