

Acknowledgment of Absence Notification

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for notifying us regarding your absence from the [Conference Name] held on [Conference Dates]. We appreciate your communication and understand that unforeseen circumstances may arise.

We hope that you found a way to stay updated on the conference outcomes and discussions. If you have any questions or require further materials from the event, please do not hesitate to reach out.

We look forward to your continued participation in our programs.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]