

Sample Research Proposal Acceptance Letter for Conference

[Conference Letterhead]

Date: [Insert Date]

Reference No.: [Insert Reference Number]

To:

[Researcher's Name]

[Department/Institution]

[Address]

[City, State, ZIP Code]

[Email Address]

Dear [Researcher's Name],

We are pleased to inform you that your research proposal titled “[Title of Accepted Research Proposal]” has been accepted for presentation at the **[Name of Conference]**, which will be held on **[Conference Dates]** at **[Conference Location]**.

Your presentation has been scheduled as a **[Oral/Poster/Workshop/Panel]** session on **[Presentation Date and Time]**. Please refer to the attached schedule and guidelines for further details regarding your session.

Next Steps:

- Confirm your participation by replying to this email by **[RSVP Deadline]**.
- Register for the conference at [\[Registration Link\]](#).
- Submit your final presentation materials by **[Submission Deadline]**.
- Review the conference guidelines and prepare your presentation accordingly.

We appreciate your valuable contribution to **[Field/Theme of Conference]** and look forward to your participation. Should you have any questions or require further assistance, please feel free to contact us at [\[Contact Email\]](#).

Once again, congratulations on the acceptance of your research proposal, and we look forward to welcoming you at **[Name of Conference]**.

Sincerely,

[Conference Chair Name]

[Title/Position]

[Organization/Committee Name]

[Conference Contact Information]