

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]