[Date]

Editor-in-Chief,

International Postgraduate Research Conference (IPRC)-2025,

Faculty of Graduate Studies,

University of Kelaniya,

Sri Lanka.

Dear Editor-in-Chief,

I am pleased to submit my abstract/manuscript titled **"[Title of Your Paper]"** for presentation consideration at the International Postgraduate Research Conference (IPRC) 2025, organized by the Faculty of Graduate Studies, University of Kelaniya. This original research, co-authored by [Co-author Names], investigates [briefly state topic/research question], aligning with the conference theme, “Research and Innovation for Economic Development.” Our findings offer valuable insights into [your research area].

All authors have reviewed and approved the manuscript, and we are committed to adhering to the conference’s editorial and ethical guidelines. We look forward to the opportunity to present our findings, engage with fellow researchers, and contribute to the vibrant scholarly exchange fostered by the IPRC. Please do not hesitate to contact me should you require any further information or documentation regarding our submission.

The manuscript adheres to IPRC guidelines, has not been published/submitted elsewhere, and is approved by all authors. We respectfully request that our paper be considered for presentation and possible publication in the conference proceedings. We look forward to contributing to the conference discussions. For any further details, please contact me at [your email].

Thank you for your consideration.

Sincerely,

[Corresponding author’s Signature]

………………………………………………………..  
[Your Name],  
[Your Title/Position],  
[Your Affiliation],

[Your Address, City, Country],  
[Email Address],

[Mobile number/WhatsApp number].