

Confirmation of Participation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming Local Business Expo, scheduled for [Insert Date] at [Insert Venue]. Your involvement is crucial for the success of this event, and we are excited to have you on board.

Details of your participation are as follows:

- **Exhibitor Name:** [Insert Business Name]
- **Booth Number:** [Insert Booth Number]
- **Setup Time:** [Insert Setup Time]
- **Event Hours:** [Insert Event Hours]

Please ensure to bring any materials and products you wish to showcase. If you have any special requirements or need further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your commitment to making the Local Business Expo a success. We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]