

Booth Confirmation Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to confirm your participation in the upcoming Travel Expo scheduled for [Insert Date] at [Insert Venue]. Your booth has been successfully reserved as per the following details:

Booth Details

- Booth Number: [Insert Booth Number]
- Booth Size: [Insert Booth Size]
- Exhibit Hours: [Insert Exhibit Hours]

Please ensure that you arrive at the venue by [Insert Arrival Time] for setup. Should you have any questions or require further assistance, do not hesitate to contact us at [Insert Contact Information].

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]