

Participation Confirmation for Innovation Expo

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming Innovation Expo, set to take place on [Insert Date] at [Insert Venue]. Your innovative ideas and contributions are highly valued, and we look forward to seeing your presentation.

Please find below the details of your participation:

- **Booth Number:** [Insert Booth Number]
- **Presentation Time:** [Insert Presentation Time]
- **Setup Time:** [Insert Setup Time]
- **Contact Person:** [Insert Contact Details]

If you have any questions or need further assistance, please feel free to reach out.

Thank you for your participation, and we look forward to an exciting event!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]