

# Confirmation of Booth Reservation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your booth reservation for the upcoming Book Fair. Below are the details of your booth:

- **Booth Number:** [Insert Booth Number]
- **Location:** [Insert Fair Location]
- **Date of Event:** [Insert Event Dates]
- **Setup Time:** [Insert Setup Time]
- **Exhibitor Passes:** [Insert Number of Passes]

Please make sure to review the attached guidelines for the event. If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for being part of our Book Fair. We look forward to a successful event!

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Company Name]

[Your Contact Information]