

Exhibition Participation Confirmation

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Position]
[Institution Name]
[Institution Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming [Exhibition Name] scheduled to be held on [Exhibition Dates] at [Venue/Location]. Your institution has been selected to showcase its innovative educational programs and contributions to the field of education.

Exhibition Details:

Date: [Exhibition Dates]
Venue: [Venue/Location]
Booth Number: [Booth Number]

Please ensure that all necessary materials and displays are ready beforehand. We recommend you arrive at least [Insert Recommended Time] prior to the event for setup and orientation.

If you have any further questions or require assistance, please do not hesitate to contact us at [Contact Information]. We look forward to your active participation and a successful exhibition.

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]
[Organization Address]
[Contact Information]