

**[Your Organization Name]**

[Your Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Government Entity Name]

[Government Entity Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming exhibition titled "[Exhibition Name]" scheduled to take place from [Start Date] to [End Date] at [Venue Name, City]. We appreciate your support and enthusiasm for this event.

Your participation will contribute significantly to the success of the exhibition and the promotion of [relevant field or theme]. We are excited to showcase the innovative initiatives and accomplishments of [Government Entity Name].

Should you need any additional information regarding the event logistics, please do not hesitate to contact us at [Your Contact Information].

Thank you once again for your commitment to this exhibition. We look forward to your participation and a fruitful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]