

Exhibition Participation Confirmation

Date: [Insert Date]

To:

[Exhibitor's Name]
[Exhibitor's Company]
[Exhibitor's Address]
[Exhibitor's Email]

Dear [Exhibitor's Name],

We are pleased to confirm your participation in the [Exhibition Name] scheduled to take place from [Start Date] to [End Date] at [Venue/Location]. Your booth number is [Booth Number].

This year's exhibition promises to be a remarkable event, providing an excellent platform for you to showcase your products and services to an international audience. We anticipate over [number of expected attendees] attendees from [number of countries] countries.

For your convenience, attached are the necessary details regarding the setup, operational times, and exhibitor guidelines. Should you have any inquiries or require further assistance, please do not hesitate to reach out to us.

We look forward to seeing you at the [Exhibition Name]!

Best regards,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]