

Exhibition Participation Confirmation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are pleased to confirm your participation in the upcoming [Exhibition Name], which will be held on [Exhibition Dates] at [Exhibition Venue].

Your booth number is [Booth Number]. Please ensure that all necessary arrangements are made prior to the event.

Thank you for being a part of this exciting event. We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]