

Confirmation of Trade Fair Stall Reservation

Date: **[Insert Date]**

Dear **[Recipient Name]**,

We are pleased to confirm your reservation for a stall at the upcoming trade fair, **[Trade Fair Name]**, scheduled from **[Start Date]** to **[End Date]** at **[Venue Name]**.

Your reservation details are as follows:

- Stall Number: **[Stall Number]**
- Stall Size: **[Stall Size]**
- Booking Reference: **[Booking Reference]**

Please ensure that all required payments are made by **[Payment Deadline]** to secure your stall. If you have any questions or need further assistance, feel free to reach out to us.

Thank you for choosing to be a part of **[Trade Fair Name]**. We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]