

Trade Fair Participation Confirmation

Date: [Insert Date]

To: [Sponsor's Name]

Company: [Sponsor's Company Name]

Address: [Sponsor's Address]

Dear [Sponsor's Name],

We are pleased to confirm your participation as a sponsor at the upcoming [Trade Fair Name] taking place on [Event Dates] at [Location]. Your support and partnership are invaluable to us.

As a sponsor, you will receive the following:

- Exhibition space of [Size] sq ft
- Brand visibility in all promotional materials
- Access to VIP networking events
- Complimentary tickets for your team

We believe that your contribution will enrich the event and foster valuable connections within the industry. Please find attached the sponsorship agreement for your review and signature.

Should you have any questions or require further information, feel free to reach out to us at [Contact Information].

Thank you for your support, and we look forward to seeing you at the trade fair!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]