

Trade Fair Space Allocation Notification

Date: [Insert Date]

Dear [Business Name],

We are pleased to inform you that your application for space allocation at the upcoming [Trade Fair Name] has been approved. Your allocated space details are as follows:

Booth Number: [Insert Booth Number]

Space Size: [Insert Dimensions]

Location: [Insert Location in Fair]

Please ensure that you complete all necessary arrangements by [Insert Deadline]. Should you require any assistance or have further inquiries, feel free to reach out to us at [Insert Contact Information].

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

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]