

Acceptance of Exhibition Stand Layout

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to inform you that we have reviewed and accepted the proposed layout for our exhibition stand for the upcoming [Event Name] scheduled on [Event Dates].

The layout meets our expectations and requirements. We appreciate the effort your team put into designing a space that effectively represents our brand.

We look forward to working together to bring this design to life and ensure a successful exhibition.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]