

Exhibition Booth Design Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your exhibition booth design for the upcoming [Exhibition Name] taking place on [Exhibition Dates] at [Location].

Your booth design details are as follows:

- Booth Size: [Size]
- Booth Number: [Number]
- Design Concept: [Brief Description]
- Materials Used: [Materials]
- Estimated Cost: [Cost]

Please review the details and confirm your acceptance by [Confirmation Deadline]. Should you have any changes or queries, feel free to reach out to us.

Thank you for choosing us for your exhibition needs. We look forward to working with you!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]