

Confirmation of Booth Design Details

Date: [Insert Date]

To: [Client's Name]

From: [Your Company's Name]

Subject: Confirmation of Booth Design Details

Dear [Client's Name],

We are pleased to confirm the details of your booth design for the upcoming [Event Name]. Below are the specifications we have finalized:

Booth Specifications

- Booth Size: [Insert Size]
- Design Theme: [Insert Theme]
- Color Scheme: [Insert Colors]
- Materials Used: [Insert Materials]
- Additional Features: [Insert Features]

Please review the details above and confirm if everything is to your satisfaction. Should you have any changes or questions, feel free to reach out.

Thank you for your trust in us. We look forward to creating an impressive booth for you.

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]