

Stand Design Approval Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your stand design submission for the upcoming [Exhibition Name] has been reviewed and approved. The details of your stand design are as follows:

- Stand Size: [Size]
- Design Concept: [Description]
- Material Use: [Details]
- Color Scheme: [Colors]

Please ensure that your stand is constructed according to the approved design. Any substantial changes may require a new approval process.

We look forward to your participation in the exhibition and believe your stand will contribute to a successful event.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]