

Job Fair Exhibitor Acceptance

Date: [Insert Date]

Exhibitor Name: [Insert Exhibitor Name]

Exhibitor Address: [Insert Address]

Dear [Exhibitor Name],

We are pleased to inform you that your application for participation in the [Name of Job Fair] scheduled on [Date] at [Location] has been accepted.

We believe your presence at the fair will provide great opportunities for both your organization and job seekers. Please find the important details regarding your participation below:

- Booth Number: [Insert Booth Number]
- Setup Time: [Insert Setup Time]
- Fair Timing: [Insert Fair Timing]
- Contact Person: [Insert Contact Person's Name]
- Contact Number: [Insert Contact Number]

We look forward to your participation and a successful event. Should you have any questions, feel free to reach out to us at [Contact Email/Phone Number].

Thank you and best regards,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Email]

[Phone Number]