

# Participation Assurance Letter for Career Expo

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to assure you of our participation in the upcoming Career Expo scheduled for [Insert Date of Expo]. Our organization, [Your Organization], is committed to providing an engaging platform for future professionals to explore career opportunities and network with industry leaders.

Our team will be present at booth number [Insert Booth Number], where we will showcase our career opportunities and engage in discussions with potential candidates. We look forward to contributing to the success of the event and supporting the development of talent in our industry.

Please feel free to contact me at [Your Email] or [Your Phone Number] if you need further information.

Thank you for the opportunity to participate.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]