

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

[Exhibitor's Company Name]

[Exhibitor's Address]

[City, State, Zip Code]

Dear [Exhibitor's Contact Name],

We are pleased to inform you that your application for participation in the [Name of the Exhibition] has been successfully received. The exhibition will take place from [Start Date] to [End Date] at [Venue].

To finalize your participation, we kindly request you to confirm your attendance by [Confirmation Deadline]. This will help us in facilitating arrangements and ensure a smooth experience for all exhibitors.

Please reply to this email or contact us at [Your Contact Information] to confirm your participation. We look forward to welcoming you at the exhibition.

Thank you for expressing your interest in showcasing your products/services with us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]