

Exhibition Participation Notification

Date: [Insert Date]

To: [Collaborator's Name]

From: [Your Name]

Subject: Notification of Participation in Upcoming Exhibition

Dear [Collaborator's Name],

We are pleased to inform you that our team will be participating in the upcoming [Exhibition Name], scheduled to take place on [Exhibition Dates] at [Venue/Location].

This exhibition presents a valuable opportunity for us to showcase our collaborative efforts and innovations. We believe your involvement will significantly enhance our presence and impact during the event.

We kindly request your confirmation of participation by [Confirmation Deadline]. Further details regarding our shared presentations and logistics will follow upon your confirmation.

Thank you for your continued collaboration and support. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]