

Art Exhibition Logistics Confirmation

Dear [Recipient Name],

We are pleased to confirm the logistics for the upcoming art exhibition titled "[Exhibition Title]". Below are the details:

Event Details

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Venue:** [Venue Name and Address]

Setup and Breakdown

Setup will begin on [Setup Date] at [Setup Time]. All artworks should be delivered by [Delivery Deadline]. The breakdown will take place on [Breakdown Date] starting at [Breakdown Time].

Catering and Refreshments

Catering services will be provided by [Catering Company Name]. The menu will include [Brief Description of Menu].

Contact Information

If you require any further information, please do not hesitate to contact us:

- **Name:** [Your Name]
- **Email:** [Your Email]
- **Phone:** [Your Phone Number]

Thank you for your attention. We look forward to an inspiring and successful exhibition.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]