

# Event Logistics Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Email: [Recipient's Email Address]

Dear [Recipient's Name],

We are pleased to confirm the logistics for the upcoming trade show scheduled on [Event Date] at [Venue Name]. Below are the details of our arrangements:

## Event Details

- Event Name: [Event Name]
- Location: [Venue Address]
- Setup Date: [Setup Date]
- Event Time: [Event Start Time] to [Event End Time]
- Number of Booths: [Number of Booths]

## Logistics Information

- Exhibitor Registration: [Registration Link]
- Booth Specifications: [Booth Details]
- Shipping Instructions: [Shipping Information]
- Contact for Logistics: [Logistics Contact Name and Phone Number]

If you have any questions or need further assistance, please do not hesitate to reach out.

We look forward to a successful event!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]