

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of our booth booking for the upcoming [Event Name] scheduled for [Event Date]. Our team is excited about the opportunity to participate and showcase our offerings.

Could you please provide an update regarding our application and any necessary next steps? We are eager to finalize our preparations and ensure a successful event.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]