

Exhibit Space Rental Payment Details

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to confirm your rental of exhibit space for [Event Name] taking place on [Event Dates] at [Venue Name]. Below are the payment details for your records:

Payment Details

- **Exhibit Space Size:** [Size] (e.g., 10x10 feet)
- **Total Rental Fee:** \$[Amount]
- **Deposit Amount:** \$[Deposit Amount]
- **Remaining Balance Due:** \$[Balance Amount]
- **Payment Due Date:** [Payment Due Date]

Payment Methods

You can submit your payment using the following methods:

- **Credit Card:** [Insert Payment Link or Instructions]
- **Bank Transfer:** [Insert Bank Details]
- **Check:** Please make checks payable to [Organization Name] and send to [Mailing Address].

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

We look forward to your participation in [Event Name]!

Best Regards,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]