

Booth Assignment Acknowledgment

Date: [Insert Date]

Dear [Sponsor's Name],

We are pleased to inform you that your booth assignment for the upcoming [Event Name] has been confirmed. Below are the details of your booth assignment:

- **Booth Number:** [Insert Booth Number]
- **Booth Size:** [Insert Booth Size]
- **Location:** [Insert Location]

Thank you for your support as a valued sponsor. We look forward to your participation and a successful event!

If you have any questions, please feel free to reach out to us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]