

Booth Placement Confirmation

Dear [Recipient's Name],

We are pleased to confirm your booth placement for the upcoming [Event Name] taking place on [Event Date] at [Event Location]. Below are the details for your booth:

Booth Details:

- **Booth Number:** [Booth Number]
- **Dimensions:** [Booth Dimensions]
- **Electricity Access:** [Yes/No]
- **Wi-Fi Access:** [Yes/No]

Please ensure to set up your booth by [Setup Date]. If you have any special requirements or need further assistance, feel free to reach out to us at [Contact Information].

Thank you for participating, and we look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]