

Conference Acknowledgment of Receipt

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Exhibitor's Name],

We are pleased to acknowledge the receipt of your application for exhibit space at [Conference Name]. We appreciate your interest in participating in this event, scheduled to take place on [Event Dates] at [Event Location].

Your request for exhibit space, under the name [Exhibitor's Company Name], has been successfully received. Our team will review your application and get back to you with further details regarding the allocation and setup of your exhibit space.

If you have any questions or require additional information, please feel free to contact us at [Contact Information]. We look forward to your participation and a successful event.

Thank you for your interest in [Conference Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]