

# Subject: Follow-Up on Sponsor Booth Allocation

Dear [Sponsor Name],

I hope this message finds you well. We are reaching out to follow up on the allocation of your sponsor booth for the upcoming [Event Name] scheduled on [Event Date].

As per our previous correspondence, we wanted to confirm that your booth has been successfully allocated in [Location/Area] with the booth number [Booth Number]. Please find the details below:

- **Booth Number:** [Booth Number]
- **Location:** [Location/Area]
- **Date:** [Event Date]
- **Setup Time:** [Setup Time]
- **Event Start Time:** [Start Time]

If you have any special requirements or need additional information, please feel free to reach out to us at [Contact Information].

We are excited to have you on board and look forward to a successful event together!

Best regards,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]