

# Booth Confirmation Request

Date: [Insert Date]

Dear [Sponsor's Name],

We hope this message finds you well. We are excited to confirm your sponsorship for the upcoming [Event Name] scheduled for [Event Date]. Your support is invaluable to us.

As part of your sponsorship package, we are pleased to reserve a booth for you at the event. Below are the details:

- Booth Number: [Insert Booth Number]
- Booth Size: [Insert Dimensions]
- Location: [Insert Venue Address]

Please confirm your attendance and participation by [Confirmation Deadline]. If you have any specific requirements for your booth setup, feel free to let us know, and we will do our best to accommodate your needs.

Thank you for your continued support. We look forward to partnering with you to make this event a success.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]