

# Finalization Notice for Your Sponsor Booth

Dear [Sponsor's Name],

We are pleased to inform you that your sponsor booth for the [Event Name] has been successfully finalized. Below are the details:

- **Booth Number:** [Booth Number]
- **Location:** [Event Venue/Location]
- **Date:** [Event Date]
- **Set-Up Time:** [Set-Up Date & Time]
- **Contact Person:** [Contact Name] - [Contact Email/Phone]

Thank you for your support and partnership. If you have any questions or require further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]