

Event Involvement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to confirm your involvement in our upcoming trade show, [Trade Show Name], scheduled for [Event Date(s)] at [Event Location]. We are excited to have [Company Name] as a participant and are confident that your presence will greatly enhance the event.

Details of your involvement are as follows:

- Booth Number: [Insert Booth Number]
- Setup Time: [Insert Setup Time]
- Event Start Time: [Insert Event Start Time]
- Event End Time: [Insert Event End Time]

Please let us know if you have any special requirements or if there's anything specific you'd like us to assist you with prior to the event.

Thank you for being a valued participant. We look forward to a successful event together!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]