

College Fair Booth Reservation Confirmation

Dear [Recipient's Name],

Thank you for your interest in participating in the upcoming College Fair scheduled for [Date] at [Location]. We are pleased to confirm your booth reservation.

Here are the details of your reservation:

- **Institution Name:** [Your Institution Name]
- **Booth Number:** [Assigned Booth Number]
- **Date and Time:** [Event Date and Time]
- **Setup Time:** [Setup Time]
- **Contact Person:** [Your Name]
- **Email:** [Your Email]
- **Phone:** [Your Phone Number]

Please ensure you arrive during the setup time to prepare your booth. If you have any special requests or require additional resources, do not hesitate to reach out.

We look forward to seeing you at the College Fair!

Best regards,

[Your Name]

[Your Title]

[Your Institution Name]