

Letter of Assurance for Business Expo Attendance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that [Your Company] will be attending the upcoming Business Expo scheduled for [Expo Date] at [Expo Location]. This event presents an excellent opportunity for us to showcase our products and services and connect with industry professionals.

We assure you that our team will be present at the expo to explore collaboration opportunities and discuss our innovative solutions tailored to meet market needs.

We look forward to your presence at the expo and the chance to engage with all attendees.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]