

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your presence at the upcoming Commercial Trade Show scheduled for [Insert Date] at [Insert Location]. Your participation is greatly anticipated and will contribute to the success of the event.

Please find your registration details below:

- Exhibitor Name: [Insert Exhibitor Name]
- Booth Number: [Insert Booth Number]
- Event Dates: [Insert Event Dates]
- Event Hours: [Insert Event Hours]

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

We look forward to seeing you at the event!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]