

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our attendance at the [Event Name] trade show scheduled for [Event Date] at [Event Location]. Our team is excited to participate and showcase our latest products and innovations.

We look forward to connecting with you and exploring potential business opportunities during the event. Please let us know if there are any specific arrangements or requirements we should be aware of.

Thank you for the invitation, and we look forward to seeing you soon!

Best regards,

[Your Signature]

[Your Name]

[Your Position]

[Your Company]