

Notification of Attendance

Date: [Insert Date]

To: [Recipient's Name]

Subject: Attendance at [Exhibition Name]

Dear [Recipient's Name],

We are pleased to inform you that [Company Name] will be attending the upcoming [Exhibition Name] scheduled from [Start Date] to [End Date] at [Venue/Location].

This exhibition provides a valuable opportunity for us to connect with industry leaders, showcase our latest products, and explore new partnerships.

We look forward to seeing you there. Please feel free to reach out if you would like to schedule a meeting during the event.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]