

Official Confirmation of Participation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming Industry Showcase scheduled for [Insert Date] at [Insert Venue]. Your presence will greatly contribute to the success of the event.

Please find the details of the showcase below:

- **Event Date:** [Insert Event Date]
- **Event Time:** [Insert Event Time]
- **Venue:** [Insert Venue Address]
- **Booth Number:** [Insert Booth Number]

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 showcase!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]