

Trade Show Acceptance Letter

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your application for participation in the [Trade Show Name] has been accepted. We are excited to welcome [Company Name] as an exhibitor at this year's event.

The trade show is scheduled for [Event Dates] at [Venue Name, Location]. Your participation will be an excellent opportunity to showcase your products and services to a diverse audience of industry professionals.

Please find attached the exhibitor agreement along with additional information regarding the event logistics, booth allocation, and marketing materials preparation.

Should you have any questions or require further assistance, feel free to contact us at [Contact Information]. We look forward to working together to ensure a successful event.

Thank you for your engagement, and we look forward to seeing you at [Trade Show Name]!

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]