

Exhibition Confirmation Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient Name],

We are pleased to confirm your participation as an exhibitor at the [Name of Trade Show] taking place on [Date] at [Location]. Your booth number is [Booth Number].

As discussed, your participation includes the following:

- Booth space of [size] sq. ft.
- Access to exhibitor services and amenities
- Promotional opportunities in event materials

Please ensure that you complete any necessary registration forms by [Deadline Date] to finalize your participation.

If you have any questions or need further assistance, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for being a part of [Name of Trade Show]. We look forward to seeing you there!

Sincerely,
[Your Name]
[Your Position]