

Confirmation of Trade Show Involvement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your involvement in the upcoming [Trade Show Name] scheduled for [Dates] at [Location]. Your participation is vital to the success of the event, and we are excited to have you on board.

Details of your participation are as follows:

- Booth Number: [Insert Booth Number]
- Exhibit Space: [Insert Exhibit Space Details]
- Setup Date and Time: [Insert Setup Date and Time]
- Show Hours: [Insert Show Hours]

Please let us know if you have any special requirements or need assistance leading up to the show. We are here to help you make the most of this opportunity.

Thank you for joining us, and we look forward to an exciting and productive trade show.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]