

Participation Affirmation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Trade Show Organizer's Company]

[Organizer Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to affirm our participation in the upcoming [Trade Show Name] scheduled to take place on [Dates] at [Location]. We are excited about the opportunity to showcase our products and services and engage with other industry professionals.

Our booth will be located at [Booth Number], and we will be showcasing [Brief Description of Products/Services].

Please let us know if there are any additional requirements or information needed from our side prior to the event.

Thank you for the opportunity. We look forward to a successful trade show!

Sincerely,

[Your Name]

[Your Position]

[Your Company]