

Participation Confirmation for Promotional Event

Dear [Vendor Name],

We are pleased to confirm your participation in the upcoming promotional event scheduled on [Event Date] at [Event Location]. Your involvement is crucial to the success of the event.

Details of your participation:

- **Vendor Booth Number:** [Booth Number]
- **Event Time:** [Event Start Time] to [Event End Time]
- **Setup Time:** [Setup Time]

Please ensure that you have all necessary materials prepared for the event. If you have any questions or need further information, feel free to contact us at [Contact Information].

Thank you for being a valued participant! We look forward to a successful event together.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]