Sample Exhibition Participation Approval Letter

[Your Name]

[Your Title]

[Exhibition Organizer Name]

[Organizer Address]

[City, State, ZIP Code]

[Date]

[Exhibitor's Name]

[Exhibitor's Organization Name]

[Exhibitor's Address]

[City, State, ZIP Code]

Dear [Exhibitor's Name],

Subject: Exhibition Participation Approval

We are pleased to inform you that your application to exhibit at the [Exhibition Name] has been approved. Your work and contributions align well with the exhibition's theme and objectives.

Please review the attached exhibition participation details, including booth assignment, setup instructions, and event schedule. If you have any questions or need further assistance, please contact our exhibition coordination team.

We look forward to showcasing your work and your valuable presence at the [Exhibition Name].

Best regards,

[Your Name]

[Your Title]