Sample Exhibition Booth Approval Letter

[Your Name]

[Your Title]

[Exhibition Coordinator Name]

[Event/Organization Name]

[Organization 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 Booth Approval

I am pleased to inform you that your application for an exhibition booth at the [Exhibition Name] has been approved. Your products/services and the value you bring align well with the theme of the exhibition.

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

We look forward to your participation and showcasing your offerings at the [Exhibition Name].

Best regards,

[Your Name]

[Your Title]