

# Trade Show Registration Inquiry

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about the registration process for the upcoming [Trade Show Name] scheduled for [Event Dates].

Our company, [Your Company Name], is very interested in participating in this event as it aligns with our goals and target audience. We would appreciate any information you could provide regarding:

- Registration deadlines
- Exhibitor fees
- Available booth sizes and locations
- Any additional sponsorship opportunities

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]