

Trade Show Registration Transfer Request

Date: [Insert Date]

To: [Event Organizer's Name]

[Event Organizer's Company]

[Event Organizer's Address]

Dear [Event Organizer's Name],

I hope this message finds you well. I am writing to formally request the transfer of my registration for the upcoming [Trade Show Name], originally scheduled for [Original Date], to [New Attendee's Name]. Due to unforeseen circumstances, I am unable to attend and would like to ensure that my registration does not go to waste.

Here are the details of my registration:

- Name: [Your Name]
- Company: [Your Company]
- Email: [Your Email]
- Registration Confirmation Number: [Your Confirmation Number]

I appreciate your assistance in this matter and look forward to your confirmation of this transfer.

Thank you for your help!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]