

Request for Participation in Upcoming Trade Show

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to express our interest in participating in the upcoming [Name of Trade Show] scheduled for [Dates of Trade Show] at [Location].

Our company, [Your Company Name], is committed to [Briefly describe what your company does and your interest in the trade show]. We believe that this trade show represents a significant opportunity for us to [OPPORTUNITY - network, showcase our products, etc.].

We would appreciate any information regarding participation details, such as booth availability, registration requirements, and deadlines. Additionally, we are interested in any promotional opportunities that may be available for exhibitors.

Thank you for considering our request. We look forward to the possibility of participating in this exciting event and contributing to its success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]