

Request for Exhibition Booth Space

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request booth space for [Your Company Name] at the upcoming [Name of Exhibition] scheduled for [Exhibition Dates] in [Exhibition Location]. Our company specializes in [Brief Description of Your Company] and we believe this exhibition would provide an excellent opportunity to showcase our products/services to a wider audience.

We are interested in a booth size of [Specify Size] and would appreciate any information regarding availability, costs, and additional requirements. We anticipate a significant interest in our offerings and are keen to engage with visitors and potential partners during this event.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]