

# Request for Travel Fair Logistics Details

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request detailed information regarding the logistics for the upcoming Travel Fair scheduled for [Insert Date]. To ensure a successful participation, we would appreciate your assistance in providing the following details:

- Venue location and setup details
- Logistics timeline and schedule
- Transport arrangements for exhibitors
- Accommodation options for participants
- Contact persons for on-site support

Your prompt response will greatly assist us in our planning efforts. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]