

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the upcoming travel fair scheduled for [insert date of the event]. As a representative of [Your Company], we are interested in participating as an exhibitor to showcase our travel offerings and connect with potential clients.

Could you please provide us with the necessary details regarding the application process, participation fees, and any additional requirements? We would also appreciate information on the expected attendance and other exhibitors at the event.

Thank you for your assistance. We look forward to your prompt reply.

Warm regards,

[Your Name]

[Your Title]

[Your Company]