

Request for Vendor Space at Travel Fair

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Fair Organizing Committee Name]

[Fair Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in securing a vendor space at the upcoming Travel Fair scheduled for [date(s) of the fair]. As a [your business type, e.g., travel agency, tour operator, etc.], we believe that participating in this event will allow us to engage with potential customers and promote our services effectively.

Our company specializes in [briefly describe what your company does/what products you offer]. We are impressed with the reputation of the Travel Fair and are excited about the opportunity to connect with attendees who are passionate about travel.

Could you please provide details regarding the available vendor spaces, pricing, and any specific requirements for participation? We look forward to the possibility of being part of this fantastic event.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]