

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the upcoming specialty fair scheduled for [date of the fair]. I am particularly interested in learning more about the specific details regarding exhibitors, presentations, and any scheduled events that will take place during the fair.

Could you please provide me with an overview of the participating organizations and any registration requirements? Additionally, information about the venue, parking options, and access for attendees would be greatly appreciated.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]