

# Letter of Intent to Participate in Specialty Fair

[Your Name]  
[Your Title]  
[Your Organization/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

## Committee Chair

[Fair Name or Organization]  
[Address of the Fair/Organization]  
[City, State, Zip Code]

Dear Committee Chair,

I am writing to express my intent to participate in the upcoming [Specialty Fair Name] taking place on [date(s)] at [location]. As [your position/title] at [your organization/company name], I believe that our participation will not only showcase our products/services but also benefit the attendees by providing valuable insights into [briefly describe what you will present or showcase].

We are eager to connect with other industry professionals, gain exposure, and contribute to the exciting event planned for this year. Please provide us with the necessary registration forms and additional information regarding the event.

Thank you for considering our participation. We look forward to the opportunity to be a part of [Specialty Fair Name].

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization/Company Name]