

Request for Travel Expo Participation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request participation in the upcoming Travel Expo scheduled for [Insert Date] at [Insert Location]. As a representative of [Your Company/Organization Name], we are eager to showcase our services and connect with travel enthusiasts and industry professionals.

Our participation in this expo will not only enhance our visibility but also provide us with valuable networking opportunities to collaborate with other businesses in the travel sector. We believe that this event aligns perfectly with our objectives and will contribute to our growth and outreach.

We kindly ask you to provide us with the necessary details regarding the participation process, booth availability, and any sponsorship opportunities that may be available.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]