

# Inquiry for Trade Show Sponsorship

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about potential sponsorship opportunities for the upcoming [Trade Show Name], which will take place on [Event Date] at [Location]. Our event aims to [briefly describe the purpose of the trade show and its significance].

As a leader in [your industry], we believe that partnering with [Recipient Company Name] would provide great value to our attendees and your brand. We offer a variety of sponsorship packages that can be tailored to meet your objectives, including [mention a few key sponsorship benefits].

I would appreciate the opportunity to discuss this further and explore how we can create a mutually beneficial partnership. Please let me know your availability for a brief call or meeting in the coming weeks.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]