

# Letter of Interest in Trade Show Attendance

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I am writing to express our interest in attending the upcoming [Trade Show Name] scheduled for [Dates] at [Location]. Our company, [Your Company Name], specializes in [Briefly describe your business or industry].

We believe that participating in this trade show will provide us with significant opportunities to connect with industry leaders, network with potential clients, and stay updated on the latest trends and innovations.

We are particularly interested in learning more about [specific topics or areas of interest related to the trade show]. We would appreciate any information regarding registration, attendance fees, and exhibitor opportunities.

Thank you for considering our request. We look forward to your response and to the possibility of participating in the event.

Sincerely,

[Your Name]

[Your Title]

[Your Company]