

Partnership Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[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 propose a partnership opportunity at the upcoming [Name of Trade Show], scheduled for [Date(s) of Trade Show] in [Location].

[Briefly explain the benefits of the trade show and how a partnership could be mutually beneficial. Mention any specific ideas or collaborations you have in mind.]

We believe that collaborating with [Recipient Company Name] would enhance both of our presences at the event and attract a wider audience. I would love to discuss this further and explore how we can work together to achieve our goals.

Thank you for considering this opportunity. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]