

Hospitality Career Fair Participation Request

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Organizer's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company]. I am writing to express our interest in participating in the upcoming Hospitality Career Fair scheduled for [Date of the Fair].

Our organization is dedicated to [briefly describe your company's mission related to hospitality]. We believe that attending this fair will provide us with an excellent opportunity to connect with talented individuals and showcase the diverse career paths available in our industry.

Please let us know the necessary steps to secure our participation, including any registration forms, fees, and deadlines. We are eager to contribute to the success of this event and look forward to your prompt response.

Thank you for considering our request. We look forward to the opportunity to engage with future hospitality professionals.

Sincerely,

[Your Name]

[Your Position]

[Your Company]