

Product Sample Request for Trade Show

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request product samples of [specific product(s)] to showcase at the upcoming [Trade Show Name] on [Trade Show Dates]. We believe that your products would be a great addition to our exhibition and would greatly impress our attendees.

We are particularly interested in the following items:

- [Product Sample 1]
- [Product Sample 2]
- [Product Sample 3]

Our team is excited about the opportunity to highlight your products and believe they align well with our audience's interests. If you could send the samples by [desired deadline], it would be greatly appreciated. We would, of course, be happy to cover any shipping costs involved.

Thank you for considering our request. We look forward to the possibility of collaborating with you and showcasing your exceptional products at [Trade Show Name]. Please feel free to contact me at [your phone number] or [your email address] if you have any questions.

Warm regards,

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