

Letter of Intent to Exhibit at [Trade Show Name]

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

[Recipient Name]
[Recipient Title]
[Trade Show Organizer Name]
[Organizer Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express our intention to exhibit at the upcoming [Trade Show Name] scheduled to take place on [Date(s)] at [Venue/Location]. We are excited about the opportunity to showcase our products and services to a diverse audience.

Our company, [Your Company Name], specializes in [briefly describe your business and the products/services you will exhibit]. We believe that participating in [Trade Show Name] will provide us with valuable exposure and networking opportunities.

We would appreciate any information regarding the application process, booth availability, and any other relevant details that can assist us in our planning.

Thank you for considering our application. We look forward to participating in this exciting event.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]