

# Promotional Material Submission for [Trade Show Name]

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to participate in the upcoming [Trade Show Name] taking place on [Event Dates] at [Event Location]. As part of our commitment to showcase our products and services effectively, we would like to submit our promotional materials for your review and inclusion in the event promotions.

Enclosed, please find the following materials:

- [Item 1: Description]
- [Item 2: Description]
- [Item 3: Description]

We believe these materials will not only enhance our presence at the trade show but also engage attendees effectively. Please let us know if you require any additional information or specific formats for the submitted items.

Thank you for considering our submission. We look forward to exciting opportunities at the [Trade Show Name] and collaborating to make this event a success.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]