

Request for Trade Show Booth Allocation

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally request the allocation of a booth space for our company, [Your Company Name], at the upcoming [Trade Show Name] scheduled for [Date]. We are eager to showcase our latest products and innovations within the industry.

Our team believes that participating in this esteemed event will offer us a great opportunity to connect with potential clients, partners, and fellow industry professionals. We are particularly interested in a booth size of [Specify Size], ideally located in [Preferred Location] to maximize our visibility.

Please find attached all necessary documents including our company profile and proposed booth design for your consideration.

Thank you for considering our request. We look forward to your positive response at your earliest convenience.

Sincerely,

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