

Request for Conference Invitation

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]

[Conference Organizing Committee]

[Conference Name]

[Conference Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an invitation to participate as an exhibitor at the upcoming [Conference Name] scheduled for [dates] at [location].

At [Your Company], we specialize in [briefly explain your company's business and relevance to the conference]. We believe that our participation would mutually benefit both attendees and our organization.

We are excited about the opportunity to showcase our latest products and services, and to engage with fellow industry professionals.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]