

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our application for participation in the upcoming trade fair scheduled for [dates] in [location]. We submitted our application on [submission date] and are eager to know the status.

As we prepare for this significant event, receiving your feedback is essential for our planning. Please let us know if there are any further steps required from our side or if any additional information is needed.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]