

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an information package regarding the upcoming [Name of Trade Fair] scheduled to take place on [Event Dates]. We are very interested in participating and would appreciate any brochures, registration forms, and details about the event.

Additionally, if you could provide information on the exhibitor packages, deadlines, and any special opportunities for networking during the event, I would be very grateful.

Thank you for your assistance, and I look forward to your prompt reply.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]