

Subject: Inquiry Regarding Job Fair Exhibitor Opportunities

Dear [Job Fair Organizer's Name],

I hope this message finds you well. My name is [Your Name], and I represent [Your Company/Organization Name]. We are interested in participating as an exhibitor at the upcoming [Name of Job Fair] scheduled for [Date] at [Location].

Could you please provide us with the following information:

- Exhibitor registration process
- Booth pricing and available packages
- Event schedule and expected number of attendees
- Any specific requirements or guidelines for exhibitors

We look forward to the opportunity to connect with potential candidates and showcase our organization. Thank you for your assistance, and I hope to hear from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]

[Your Email Address]

[Your Phone Number]