

# Product Sample Request

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request product samples from [Recipient's Company Name] to showcase at the upcoming [Name of Trade Show] taking place on [Trade Show Dates]. We believe that your products would resonate well with our audience and enhance our exhibit.

We are expecting a significant number of attendees, and showcasing your product samples would be a great opportunity to increase visibility and promote your brand.

If possible, we would appreciate receiving the samples by [Deadline Date] to ensure they arrive in time for the event. We are happy to cover any shipping costs incurred.

Thank you for considering our request. We look forward to the possibility of featuring [Recipient's Company Name] at our booth.

Warm regards,

[Your Name]

[Your Job Title]

[Your Company Name]