

# Request for Advertising Materials

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming trade show on [Insert Trade Show Dates], I would like to request the advertising materials necessary for our booth. These materials will be crucial in effectively promoting our products and services to potential clients and partners.

The specific items we need include:

- Brochures
- Business Cards
- Posters
- Promotional Flyers
- Branded Giveaways

Please let me know if you can fulfill this request by [Insert Deadline]. If there are any issues or further information required, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your timely assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]