

Request for Promotional Brochures

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request promotional brochures for the upcoming [Name of Conference], scheduled for [Date of the Conference]. As an industry leader, this conference presents a valuable opportunity for us to showcase our latest innovations and connect with potential clients and partners.

We believe that having your promotional brochures at our booth will enhance the visibility of both our companies and the exciting work being done in our field. We would appreciate it if you could send us [number of brochures] brochures to the address mentioned above by [deadline].

Thank you in advance for your support. We look forward to partnering with you at this event and showcasing the best of our industry.

Sincerely,

[Your Name]

[Your Title]

[Your Company]