

# Banner Specifications for Trade Show

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are excited to participate in the upcoming trade show and would like to provide you with the specifications for our banner display.

## Banner Specifications

- **Dimensions:** [Insert Dimensions]
- **Material:** [Insert Material Type]
- **Color Scheme:** [Insert Color Scheme]
- **Graphic Files:** [Insert File Format, e.g., PDF, AI]
- **Resolution:** [Insert Resolution, e.g., 300 DPI]
- **Finishing:** [Insert Finishing Details, e.g., Grommets, Hemmed Edges]

Please confirm receipt of these specifications and let us know if you require any additional information. We look forward to a successful collaboration at the trade show.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]