

# Signage Request for Corporate Event

**Date:** [Insert Date]

**To:** [Insert Recipient's Name]

**Title:** [Insert Recipient's Title]

**Company:** [Insert Recipient's Company]

**Address:** [Insert Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request signage for our upcoming corporate event, [Event Name], which is scheduled to take place on [Event Date] at [Event Location].

We would like to have the following signage:

- Welcome Banner (size and design specifications)
- Directional Signage (locations and arrows)
- Sponsored Banners (specific sponsors and sizes)
- Informational Displays (topics and content)

Could you please confirm if you can assist us with the production and installation of these signs? Our goal is to ensure a seamless experience for our attendees, and your support would be invaluable.

Thank you for considering our request. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]