Booth Reservation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the reservation of an exhibition booth at the upcoming [Event Name] scheduled for [Event Dates] at [Event Location]. Our organization, [Your Organization's Name], is eager to showcase our products/services and engage with attendees.

We would like to request a booth space of [specify size] and require the following amenities:

- [List specific requirements, e.g., electricity, Wi-Fi, furniture]
- [Additional requests]

Please let us know the total cost for the booth reservation and any additional fees that may apply. We are looking forward to participating in this event and hope for a favorable response.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]