

Inquiry for Booth Availability

Dear [Event Organizer's Name],

I hope this message finds you well. My name is [Your Name], and I am representing [Your Company/Organization Name]. We are interested in participating in the upcoming [Event Name] scheduled for [Event Dates] and would like to inquire about the availability of booth space.

Please provide us with the following information:

- Booth sizes and pricing
- Application deadlines
- Any other relevant details regarding the event

Thank you for your assistance. We look forward to your prompt reply.

Best regards,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]

[Your Contact Information]