

Request for Modification of Booth Booking

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Exhibition Organizing Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to our existing booth booking for the upcoming [Exhibition Name] scheduled for [Exhibition Dates]. Our current booking is under the name [Your Company Name] with booth number [Current Booth Number].

We would like to request the following changes:

- Change booth size from [Current Size] to [Requested Size].
- Change booth location from [Current Location] to [Requested Location].
- Update the contact information to [New Contact Information].

We believe these changes will better accommodate our needs and enhance our participation in the exhibition. Please confirm the modifications at your earliest convenience.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company]