

Request for Exhibition Space Booking

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company/Organization]. We are currently in the process of planning [specific event or exhibition name] that will take place from [start date] to [end date], and we are interested in booking exhibition space at your venue.

We would like to request the following details regarding the exhibition space:

- Availability of space on the specified dates
- Dimensions and layout of the available spaces
- Pricing information and any additional fees
- Included amenities and services (e.g., electricity, internet, furniture)

Please let us know at your earliest convenience if the exhibition space is available for our intended dates and any further details necessary for securing the booking.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]

[Your Email Address]