

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Conference Organizer's Name]
[Conference Name]
[Organizer's Address]
[City, State, Zip Code]

Dear [Conference Organizer's Name],

I am writing to express our interest in participating as an exhibitor at the upcoming [Conference Name] scheduled on [Conference Dates] in [Location]. Our company, [Your Company Name], specializes in [brief description of your products/services].

We believe that our participation will not only enhance the experience of the attendees but also provide us with an opportunity to showcase our innovative solutions and connect with industry professionals.

Please find attached our company profile and relevant materials for your review. We are eager to discuss this opportunity further and learn about the requirements for exhibitors.

Thank you for considering our request. We look forward to the possibility of being a part of [Conference Name].

Sincerely,
[Your Name]
[Your Position]
[Your Company]