

# Individualized Name Tag Request for Trade Show

Dear [Trade Show Organizer's Name],

I hope this message finds you well. I am writing to request an individualized name tag for the upcoming [Trade Show Name] scheduled on [Date] at [Venue].

As an attendee, I would like my name tag to display the following information:

- Name: [Your Full Name]
- Company: [Your Company Name]
- Title: [Your Job Title]
- Email: [Your Email Address]

Thank you for considering my request. I look forward to your confirmation.

Best Regards,

[Your Name]

[Your Contact Information]