

Barter Arrangement Proposal for Conference Entry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a barter arrangement regarding our upcoming conference, [Conference Name], scheduled for [Date] at [Location].

We believe that a collaboration between [Your Organization Name] and [Recipient's Organization Name] could be mutually beneficial. In exchange for [specific service or product offered], we would like to offer you [number of entry tickets/other benefits] to the conference.

Details of the proposed barter arrangement are as follows:

- **Service/Product Offered:** [Describe what you are offering]
- **Value of Service/Product:** [Estimated value]
- **Entry Tickets/Benefits Offered:** [Number and type of tickets or benefits]

We are confident that this partnership will enhance both our organizations' exposure during the event. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this proposal in more detail.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]