

# Subject: Request for Negotiation on Hospitality Suite Allocation

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] to discuss the allocation of hospitality suites for the upcoming [Trade Show Name] scheduled for [Date].

As a valued participant in this event, we believe that having access to a hospitality suite will significantly enhance our engagement with potential clients and partners. We are committed to making this event a success and believe that a hospitality suite will provide an ideal environment for networking and showcasing our offerings.

We would like to negotiate the terms of the suite allocation, focusing on [specific needs such as size, location, or amenities]. Our preference would be [details about your preferred suite], which we believe aligns with our goals for the event.

We are open to discussing various options, including potential financial arrangements or partnerships, that would make this mutually beneficial. We look forward to your positive response and are eager to discuss this matter further.

Thank you for considering our request. Please feel free to reach me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[Your Company Phone Number]