

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Trade Show Organizer  
Organizer's Address  
City, State, Zip Code

Dear [Organizer's Name],

I am writing to formally request membership for the upcoming [Trade Show Name] scheduled to take place on [Dates] at [Location]. As a representative of [Your Company Name], I believe that our participation in this event will greatly benefit our business and contribute to the overall value of the trade show.

[Briefly explain your company's background, the relevance of the trade show to your business, and any specific goals you hope to achieve through participation.]

We are excited about the opportunity to connect with potential clients and partners, and to showcase our products/services to a wider audience. I kindly ask you to consider this request for membership and look forward to your positive response.

Thank you for considering my request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

Your Name  
Your Position  
Your Company Name