

# **Inquiry About Attending Trade Fair**

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are interested in attending the upcoming [Trade Fair Name] scheduled for [Dates] at [Location].

Could you please provide me with details regarding:

- Registration process and fees
- Exhibitor information
- Schedule of events
- Accommodation options

Additionally, any information on networking opportunities and sessions pertinent to our industry would be highly appreciated.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]