

# Letter of Interest in Trade Show Collaboration

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am [Your Name], [Your Position] at [Your Company]. We are excited about the upcoming [Name of Trade Show] scheduled for [Date & Location]. We believe that our participation could greatly enhance the event and create meaningful engagement.

We would like to explore the possibility of collaborating with [Recipient Company] for this trade show. Our [products/services] align closely with the objectives of the event, and we are keen to work together to maximize our mutual visibility and impact.

We envision a partnership that could include [mention any specific ideas for collaboration, e.g., co-hosting a booth, shared promotional efforts, etc.]. We believe that by combining our efforts, we can create a remarkable experience for attendees and create new business opportunities.

Please let me know a convenient time for us to discuss this collaboration further. I look forward to hearing from you soon.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]