

# **Subject: Request to Join [Trade Expo Name]**

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Expo Organizer's Name]

[Expo Organizer's Position]

[Expo Organizer's Company/Organization]

[Expo Address]

[City, State, Zip Code]

Dear [Expo Organizer's Name],

I hope this message finds you well. I am writing to express my interest in participating in the upcoming [Trade Expo Name] scheduled for [dates of the expo]. As a professional in the [your industry] industry, I believe that attending this event would be a valuable opportunity for my company, [Your Company Name], to showcase our products/services and engage with other industry leaders.

We are particularly interested in [specific aspects of the expo that align with your goals, e.g., networking, exhibiting, etc.]. I would appreciate it if you could provide me with further details regarding the registration process, including any deadlines and requirements.

Thank you for considering my request. I look forward to your positive response and the possibility of collaborating at [Trade Expo Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]