

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Trade Show Organizer]

[Organizer Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the upcoming [Trade Show Name] scheduled for [Date]. We are very interested in participating as an exhibitor.

Could you please provide us with information regarding booth availability, registration fees, and any promotional opportunities? Additionally, we would appreciate details on the expected attendee demographics and any sponsorship options available.

Thank you for your assistance. We look forward to the possibility of collaborating with you for this exciting event.

Best regards,

[Your Name]

[Your Position]

[Your Company]