Request for Trade Show Agenda

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of the agenda and schedule for the upcoming [Trade Show Name], scheduled to take place on [Trade Show Dates]. As we are keen to maximize our participation, having an overview of the planned sessions and activities would be highly beneficial.

Additionally, if there are any highlights or key presentations that you recommend attending, please let me know. We appreciate your assistance and look forward to a successful event.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]