

Request for Trade Show Booth Options

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Trade Show Organizer's Name]

[Trade Show Organizer's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Trade Show Organizer's Name],

I hope this message finds you well. I am writing to inquire about the available booth options for the upcoming [Trade Show Name] scheduled to take place on [Trade Show Dates] at [Trade Show Location].

We at [Your Company Name] are interested in showcasing our products/services and would like to understand the various booth sizes, configurations, and pricing options available. Additionally, any information regarding amenities, power supply, and promotional opportunities would be greatly appreciated.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]