

# Request for Trade Show Information

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name] and I am writing on behalf of [Your Company Name]. We are interested in participating in the upcoming [Trade Show Name] scheduled for [Date].

Could you please provide us with detailed information regarding the event, including:

- Exhibition dates and hours
- Booth pricing and availability
- Exhibitor registration process
- Logistics support and services
- Marketing opportunities available for exhibitors

We believe that participating in [Trade Show Name] would greatly benefit our organization and help us connect with potential clients and partners.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]