

Product Sample Request Confirmation

Dear [Recipient's Name],

Thank you for your request for a product sample. We are pleased to confirm that we have received your request and are processing it for the upcoming trade show.

Details of your request:

- **Product Name:** [Product Name]
- **Quantity:** [Quantity]
- **Trade Show Name:** [Trade Show Name]
- **Event Dates:** [Event Dates]

We will ensure that the samples are prepared and delivered to your attention at the event location. If you have any specific requirements or questions, please feel free to reach out to us.

We look forward to seeing you at the trade show!

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]