

# Participation Inquiry for Career Expo

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are dedicated to [briefly describe your organization's mission or purpose].

We are writing to inquire about the upcoming Career Expo scheduled for [insert date]. We are very interested in participating in this event to connect with potential candidates, promote our available opportunities, and raise awareness about our organization.

Please provide us with more details regarding the participation process, including any required documentation, deadlines, and registration fees. We would appreciate any information about the event's demographics and expected turnout as well.

Thank you for considering our request. We are eager to contribute to the Career Expo and look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]