

# Trade Show Sponsorship Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am reaching out to discuss an exciting opportunity for [Recipient Company Name] to be a sponsor for the upcoming [Trade Show Name], taking place on [Trade Show Dates] at [Location].

This year's trade show is expected to attract [number] attendees, providing a unique platform to showcase your brand to key industry players and potential customers. As a sponsor, you will gain significant exposure through various promotional channels and onsite marketing opportunities.

We offer several sponsorship packages tailored to suit a range of budgets and marketing goals. [Briefly describe a couple of sponsorship packages or benefits].

We would love the opportunity to discuss the sponsorship packages with you further and how we can create a partnership that aligns with your marketing objectives. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this opportunity in more detail.

Thank you for considering this partnership. I look forward to the possibility of working together to make this trade show a success for both our organizations.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]