

# Request for Trade Show Sponsorship Information

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about sponsorship opportunities for the upcoming [Trade Show Name] scheduled for [Dates of Trade Show] at [Location]. Our company, [Your Company Name], is keen to explore how we can partner together to support this event.

The [Trade Show Name] presents an incredible platform for [briefly explain the benefits of the trade show]. We believe that collaborating with your organization would not only enhance our presence but also provide significant value to both parties.

Please provide us with information regarding the available sponsorship packages, associated costs, and any additional benefits or opportunities that may be included. We are particularly interested in [mention any specific sponsorship interests, e.g., booth space, branding opportunities, etc.].

Thank you for considering our request. I look forward to your prompt response so that we can discuss potential collaboration further.

Best regards,

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