

# Trade Show Sponsorship Interest

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are excited to announce our upcoming trade show, [Trade Show Name], scheduled for [Date(s)] at [Location]. This event will bring together industry leaders, experts, and innovators.

We would like to extend an invitation for [Recipient's Company] to consider becoming a sponsor for this prestigious event. Sponsorship opportunities range from [briefly describe available packages, e.g., Gold, Silver, Bronze] to tailored options to suit your marketing objectives.

Your support will not only enhance the quality of the event but also provide invaluable exposure to the key stakeholders in our industry. Attached to this letter, you will find our sponsorship proposal detailing the benefits and various levels of sponsorship.

We would be thrilled to discuss this opportunity further and explore how we can align our efforts for mutual success. Please feel free to contact me directly at [Your Phone Number] or [Your Email].

Thank you for considering this exciting opportunity. We look forward to the possibility of partnering with you for [Trade Show Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Phone]

[Your Company Email]