

# Trade Show Sponsorship Opportunity Request

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to present a unique opportunity for [Recipient's Company] to become a valued sponsor at the upcoming [Name of Trade Show], scheduled for [Date] in [Location].

This trade show is expected to attract over [number] attendees from the [industry/sector], providing a perfect platform for your company to showcase its products and services to a targeted audience.

As a sponsor, [Recipient's Company] will receive the following benefits:

- Brand visibility on promotional materials
- Complimentary booth space
- Invitations to exclusive networking events

We believe that this partnership offers a strategic advantage and will strengthen your brand's presence in the market.

Please let me know a convenient time for us to discuss this opportunity in further detail. Thank you for considering this sponsorship, and I look forward to your positive response.

Sincerely,

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