

# Partnership Request for International Trade Fair

**Date:** [Insert Date]

**To:** [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are a [brief description of your company and its industry] with a passion for [mention relevant aspect of your business].

We are excited to announce our participation in the upcoming International Trade Fair, scheduled to take place on [dates of the fair] in [location]. This event presents an outstanding opportunity for businesses like ours to showcase products, network, and explore potential collaborations.

We would like to propose a partnership with [Recipient's Company Name] for this event. By joining forces, we believe we can enhance our visibility and impact at the fair while offering significant value to our respective audiences. Together, we can [briefly outline the benefits of the partnership].

We would be thrilled to discuss this opportunity further and explore how we can create a mutually beneficial partnership. Please let us know your availability for a meeting or call in the coming days.

Thank you for considering our proposal. We look forward to the possibility of collaborating and achieving great success at the International Trade Fair.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]  
[Your Email Address]