

[Your Full Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[Email Address]
[Phone Number]

[Date]

[Recipient Name/Exhibitor Sales Lead]
[Manufacturer/Company Name]
[Booth Number, if known]
[Trade Fair Name]

RE: Inquiry Regarding Procurement Opportunities at [Trade Fair Name]

Dear [Recipient Name or Sales Department],

In anticipation of the upcoming [Trade Fair Name] in [Location], I am writing to express [Your Company Name]'s interest in your manufacturing capabilities, specifically regarding [Specific Product Category or Component].

As a leading provider in the [Your Industry] sector, we are currently looking to expand our supply chain with partners who can meet our requirements for [mention quality standards, volume, or specific technical specs]. Having reviewed your recent developments in [mention a specific technology or product line], we believe your solutions may align with our strategic procurement goals for the upcoming fiscal year.

I will be attending the fair on [Date(s)] and would like to schedule a brief meeting at your booth to discuss:

- Production capacity and lead times for [Product/Project Name]
- Compliance with [Specific Industry Standards/Certifications]
- Tiered pricing structures for bulk procurement

Please let me know if you have a preferred time slot available during the exhibition, or if you would prefer to coordinate a meeting via your online booking portal.

We look forward to the possibility of collaborating with [Manufacturer Company Name].

Sincerely,

[Signature]

[Your Printed Name]

[Your Company Name]