

[Your Name]  
[Your Title]  
[Your Company Name]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Event Name / Organization Name]

**Subject: Exhibitor Partnership Inquiry - [Event Name]**

Dear [Recipient Name],

I am writing to express [Your Company Name]'s interest in becoming an exhibitor for the upcoming [Event Name], scheduled for [Date] at [Location].

Having followed the success of [Event Name], we believe our focus on [Your Industry/Specialty] aligns perfectly with your audience. We are interested in exploring partnership opportunities that would allow us to showcase [Specific Product/Service] to your attendees while supporting the event's objectives.

Could you please provide information regarding:

- Available exhibition packages and pricing.
- Booth dimensions and floor plan availability.
- Sponsorship opportunities for additional brand visibility.
- Attendee demographic data and expected turnout.

I have attached our corporate overview for your reference. We would welcome the opportunity to discuss how [Your Company Name] can contribute to the success of this year's event.

Sincerely,

[Your Signature]

[Your Phone Number]  
[Your Email Address]  
[Company Website]