

[Your Name]
[Your Title]
[Your Company Name]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Company Address]

Subject: Meeting Request: [Your Company Name] at [Trade Show Name]

Dear [Recipient Name],

I am writing to you because [Recipient Company Name] is a recognized leader in [Industry/Sector], and I believe there is a significant opportunity for us to collaborate. Our team will be exhibiting at the upcoming [Trade Show Name] in [City] from [Start Date] to [End Date].

At **Booth #[Number]**, we will be showcasing our latest innovations in [Specific Technology or Service], specifically designed to help companies like yours solve [Specific Problem/Pain Point]. I would appreciate the opportunity to provide a brief demonstration of how our [Product/Service] can streamline your [Specific Department/Process].

Do you have 15 minutes available for a brief introductory meeting at our booth or a nearby location during the show? I am currently available during the following windows:

- [Date]: [Time Range]
- [Date]: [Time Range]
- [Date]: [Time Range]

If these times do not work for you, please let me know a slot that fits your schedule, or feel free to stop by **Booth #[Number]** at your convenience.

I look forward to the possibility of connecting in person.

Best regards,

[Signature]
[Your Printed Name]