

[Your Name]

[Your Title]

[Your Company]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

Subject: Meeting Request: [Trade Show/Event Name] - [Your Company Name]

Dear [Recipient Last Name],

In anticipation of the upcoming [Event Name] in [Location], I would like to request a brief meeting to discuss how [Your Company] can support [Recipient Company] with [Specific Solution/Service].

We have recently helped clients in the [Industry] sector achieve [Specific Result/Metric], and I believe a quick conversation would be mutually beneficial while we are both in attendance.

Are you available for a 15-minute meeting at our booth [Booth Number] or a nearby location during any of the following times?

- [Day/Date] at [Time Slot]
- [Day/Date] at [Time Slot]

If these times do not work, please let me know your availability, and I will be happy to coordinate accordingly.

I look forward to the possibility of connecting in person.

Best regards,

[Your Signature]

[Your Phone Number]

[Your Email Address]