

[Your Company Letterhead]

Date: [Insert Date]

To:  
[Client Name]  
[Client Company Name]  
[Client Address]

Subject: Official Invitation to Attend [Trade Expo Name] and Booth Schedule

Dear [Client Name],

We are delighted to extend this official invitation to you and your team to participate in the upcoming **[Trade Expo Name]**, taking place from **[Start Date]** to **[End Date]** at **[Venue Name & Address]**.

As our valued client, your presence is very important to us. We warmly welcome you to visit our booth and explore the latest innovations, services, and solutions crafted to support your business growth. Our booth will feature product demonstrations, interactive sessions, and exclusive previews tailored especially for you.

Please find our booth schedule below to plan your visit effectively:

Date	Time	Activity	Location (Booth Number)
[Day 1]	[Time Slot 1]	Opening & Product Launch	[Booth Number]
[Day 1]	[Time Slot 2]	Live Demonstrations	[Booth Number]
[Day 2]	[Time Slot 1]	One-on-One Consultation	[Booth Number]
[Day 2]	[Time Slot 2]	Networking & Refreshments	[Booth Number]

We strongly encourage you to take advantage of this opportunity to network, gain insights into the latest industry trends, and discover how our solutions can add value to your business.

Kindly confirm your attendance by [RSVP Deadline], so our team can ensure a personalized experience for you.

We look forward to welcoming you at [Trade Expo Name] and strengthening our partnership.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]  
[Email Address]  
[Phone Number]