

[Your Company Letterhead]

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Company/Organization]
[Recipient Address]
[City, ZIP/Postal Code]
[Country]

Subject: Invitation to Participate in [Name of Trade Fair] â€“ [Event Dates], [Event Location]

Dear [Recipient Name],

We are pleased to invite you to participate as an exhibitor at the [Name of Trade Fair], to be held from [Start Date] to [End Date] at [Event Venue and Location].

The [Name of Trade Fair] is a premier international event focused on [mention main industries or topics of the fair]. This event serves as a platform for fostering global business opportunities, networking, and introducing innovations to a broad audience of industry leaders, buyers, and professionals.

Booth Specifications:

- **Booth Size:** [e.g., 3m x 3m]
- **Booth Layout:** [e.g., Standard shell scheme with modular panels, open on two sides]
- **Amenities Included:**
 - [e.g., Table and two chairs]
 - [e.g., Fascia name board]
 - [e.g., Lighting and power outlet]
 - [e.g., Waste bin]
- **Technical Requirements:** [e.g., 220V electrical supply, Wi-Fi access]
- **Additional Options:** [e.g., AV equipment, extra furniture, on-request storage]

Event Highlights:

- Expected audience of over [number] professionals and buyers from [number] countries
- Targeted B2B networking sessions and seminars
- Opportunities for product demonstrations and business matching

We believe your participation will not only strengthen your company's international presence but also provide valuable opportunities for collaboration and growth.

To confirm your participation or to request booth customizations, please complete the attached application form and return it to us by [RSVP Deadline]. For any inquiries or further information regarding logistics, travel arrangements, or exhibition setup, kindly contact [Contact Person Name] at [Contact Email] or [Contact Phone Number].

We look forward to welcoming you to [Name of Trade Fair] and to a successful collaboration.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company]
[Contact Information]