

[Your Company Letterhead]

[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP]

Subject: Formal Invitation to Exhibit at [Trade Fair Name]

Dear [Recipient Name],

On behalf of [Organizing Company/Committee Name], it is our pleasure to extend this formal invitation to your esteemed organization to participate as an exhibitor at the upcoming **[Trade Fair Name]**, scheduled to be held on [Event Dates] at [Event Venue/Location].

This event presents an exclusive opportunity to showcase your latest products and services to a highly targeted audience of industry professionals, potential buyers, and partners. The trade fair is designed to foster networking, learning, and business development opportunities, positioning your organization at the forefront of industry innovation.

As an exhibitor, you will be provided with a comprehensive range of **booth amenities** to ensure a seamless and productive experience during the event, including:

- Fully furnished exhibition space tailored to your requirements
- Electricity and high-speed Wi-Fi access
- Promotional signage featuring your company name and booth number
- On-site technical support to assist with set-up and troubleshooting
- Complimentary attendee passes for your staff

We believe your participation will not only enhance the diversity of the event but also maximize your organization's exposure throughout the trade fair. Please find attached further details regarding booth specifications, participation fees, and the event schedule.

Kindly confirm your participation by [RSVP Deadline], as booth spaces are limited and allocated on a first-come, first-served basis. Should you require additional information or have specific requirements, please do not hesitate to contact us at [Contact Email/Phone Number].

We look forward to your positive response and to welcoming you at [Trade Fair Name].

Sincerely,

[Your Name]

[Your Title/Position]

[Organizing Company/Committee Name]

[Contact Information]