

[Your Company Letterhead]

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Title/Position]
[Recipient Company Name]
[Recipient Address]

Dear [Recipient Name],

We are pleased to invite you to participate in the upcoming **[Trade Expo Name]**, scheduled to take place on **[Event Date]** at **[Venue Name/Location]**.

As a valued partner, we have reserved a booth for your company at a prime location within the exhibition hall. Please find your booth details below:

- **Booth Location:** [Hall Name/Section], Booth No. [Booth Number]
- **Booth Size:** [Dimensions, e.g., 3m x 6m (18 sqm)]

Your designated booth will provide excellent visibility and facilitate meaningful interactions with other exhibitors and attendees. You are encouraged to customize your booth space to display your products and promotional materials effectively.

Should you require any additional services, such as furniture rental, electricity, or internet connectivity, please let us know in advance so we can ensure all your needs are met.

We look forward to your participation at the **[Trade Expo Name]** and are confident this event will offer valuable networking and business development opportunities.

Kindly confirm your attendance and booth setup requirements by **[RSVP Date]**.

Should you have any questions or require further assistance, please feel free to contact me at [Phone Number] or [Email Address].

Thank you and we look forward to welcoming you at the event!

Sincerely,

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