

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to invite you to visit our booth at the upcoming **[Name of Trade Fair]**, taking place on **[Dates]** at **[Venue/Location]**. Our company, **[Your Company Name]**, will be exhibiting at **booth number [Booth Number]**, where we will be showcasing our latest offerings and innovations.

This event provides a unique opportunity for us to connect in person, share insights, and discuss potential avenues for collaboration. Our team will be available for face-to-face meetings, product demonstrations, and discussions tailored to your business interests and needs.

Highlights at our booth will include:

- **[Brief description of products/services on display]**
- **[Any new innovations or announcements]**
- **[Live demonstrations, workshops, or presentations]**

We would be delighted to schedule an appointment for a personalized demonstration or consultation during the trade fair. Please let us know your preferred date and time, and we will ensure dedicated time for you.

Thank you for considering our invitation. We look forward to welcoming you at **booth number [Booth Number]** and exploring how we can support your business goals.

If you require passes or additional information, please feel free to contact us at **[Contact Email]** or **[Contact Phone Number]**.

Yours sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Information]