

[Organizer Name]  
[Organizer Address Line 1]  
[Organizer Address Line 2]  
[City, State, ZIP]  
[Phone Number]  
[Email Address]

[Date]

**Subject:** Invitation to Exhibit at [Event Name]

Dear [Exhibitor Name/Company],

We are pleased to invite you to participate as an exhibitor at **[Event Name]**, which will take place on **[Event Date]** at **[Venue/Location]**.

[Event Name] is a premier event attended by industry leaders, professionals, and enthusiasts from around the region. As an exhibitor, you will have the opportunity to showcase your products and services, connect with potential clients, and network with other key players in the industry.

We have enclosed the exhibitor package outlining details regarding booth options, event schedule, and guidelines for participation. If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

We look forward to your positive response and hope to welcome you at **[Event Name]**.

Sincerely,

[Your Name]  
[Your Title]  
[Organizer Name]