[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: THANKS FOR VISITING [YOUR COMPANY NAME] AT [TRADESHOW/CONVENTION]**

Dear [CONTACT NAME],

Thank you for visiting [YOUR COMPANY NAME]'s exhibit at the [TRADESHOW/CONVENTION] in [CITY]. I hope you enjoyed the conferences, the quality of the exhibitors and that you helped yourself to the interesting giveaways.

Since the convention ended, [YOUR COMPANY NAME] has published a new [SPECIFY TYPE] booklet, a copy of which is enclosed. Our new [PRODUCT/SERVICE] is truly innovative because it is the only one to [BENEFITS]. We think this is one of the most exciting developments to come along *in re*cent years in the [SPECIFY] industry.

Please let me know if you would like additional copies of this booklet and any of the materials that were handed out at the convention. I will be contacting you soon to discuss your needs.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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