

Early notification and save-the-date message

Subject: Save the Date - [Company Name] at [Trade Show Name]

Dear [Recipient Name],

This is a preliminary notification to inform you that [Company Name] will be exhibiting at the upcoming [Trade Show Name], tentatively scheduled for [Date Range] at [Venue].

While final details are still being confirmed, we wanted to give you early notice so you can plan accordingly. We anticipate significant interest in our presentation this year, as we'll be unveiling [General Description of Product/Service].

Current preliminary schedule:

- Exhibition dates: [Tentative Dates]
- Booth location: [If known, otherwise "TBD"]
- Special presentations: [If planned]
- Networking events: [If planned]

We'll send detailed information and formal invitations once all arrangements are finalized, approximately [Timeframe] before the event. In the meantime, please mark your calendar and let us know if you have any initial questions.

This advance notice will help ensure you can secure travel arrangements and adjust your schedule to join us for what promises to be an exceptional showcase of industry innovation.

We look forward to seeing you there.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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