Invitation management

**Sample cover letter:**

|  |  |
| --- | --- |
| Variable | **Subject: ISPO Munich 2023 - Your voucher for a permanent ticket** |
| Standard | Dear exhibitor,  We have prepared a text module for inviting your customers: |
| Variable | **Invitation to ISPO Munich 2023**  Hello....,  ISPO Munich 2023 will take place in Munich from November 28 to 30.  We would like to invite you and look forward to welcoming you personally at our booth. ISPO Munich offers us the ideal environment to present our latest products and trends to international retailers and visitors.  You will find our booth in **hall XY booth number: XY**. We are looking forward to meeting you!  Enclosed you will receive your personal voucher code.  Online registration is possible up to and including the last day of the trade show. Please note that on-site redemption of vouchers is not possible. |
| Important information  for your customers | Here's how it works:   1. Click on the "redeem voucher" button on <https://www.ispo.com/en/munich/services/tickets>. 2. Enter the voucher code you have received under "insert ticket code". The best way is to "copy and paste". Then click "continue". 3. Follow the registration process. If you already have a Messe München account, log in with it. If not, please create an account. After registration you will receive your ticket by email (Print@home-Ticket as well as a mobile ticket). |
| Variable | We look forward to meeting you and would be happy to arrange a **personal appointment** with you today. Contact us at phone XYZ or e-mail XYZ. |
| Variable | Best regards,  XXX |