Date

Name
Title
Company
Address
City, State Zip

Dear Name:

It has come to our attention that your company – inaccurately representing itself as our "housing vendor" – is contacting individuals in the ORGANIZATION community, soliciting business. Specifically, NAME will offer to make hotel reservations at a discounted rate within the ORGANIZATION block.

**ORGANIZATION does not utilize the services of ANY housing company for ANY of its events. In fact, housing for our upcoming event has not opened yet.**

Telephone calls from your company to ANY of our constituents (exhibitors, sponsors, members, attendees) MUST CEASE IMMEDIATELY. COMPANY Is NOT authorized to contact ANY of these individuals, nor is it permissible to represent your company as an authorized vendor. COMPANY and ORGANIZATION have NO business relationship whatsoever, and to imply otherwise is fraudulent.

I have already filed a complaint with the Better Business Bureau in your area. I will not hesitate to take further action – legal or otherwise – if these calls do not stop IMMEDIATELY.

I have also made several organizations in the trade show/meeting/convention industry aware of your company and its fraudulent methods and practices. The actions of COMPANY (and others) are harmful to the industry, and responsible practitioners in this industry must stand together to ensure that our good efforts are not negated by the shoddy business practices of some “bad actors.”

I trust that I can consider this matter resolved.

Sincerely,

Name
Title

cc: ORGANIZATION Board of Directors