

# Food Vendor License Application

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

To Whom It May Concern,  
[Licensing Authority Name]  
[Authority Address]  
[City, State, Zip Code]

Subject: Application for Food Vendor License for Catering Services

Dear [Licensing Authority Name],

I am writing to formally apply for a food vendor license for my catering service, [Your Business Name], which I plan to operate in [City/Area]. We specialize in [brief description of services, e.g., gourmet catering, corporate events, weddings, etc.].

Attached, please find the necessary documents as per your requirements, including:

- Completed application form
- Proof of business registration
- Menu samples
- Food safety certification
- Insurance certificate

I look forward to your favorable response and am available for any further information or clarification needed regarding my application.

Thank you for your consideration.

Sincerely,  
[Your Name]  
[Your Business Name]