

# Food Vendor License Application

Date: [Insert Date]

To Whom It May Concern,

My name is [Your Name], and I am representing [Nonprofit Organization Name], a nonprofit organization dedicated to [brief description of mission/activities]. We are seeking a food vendor license to facilitate our upcoming event, [Event Name], scheduled for [Event Date].

As part of our mission, we plan to sell food to raise funds that will support [specific programs or initiatives]. The details of our proposed food sales are as follows:

- **Location:** [Event Location]
- **Type of Food:** [List of food items]
- **Duration of Sales:** [Start time] to [End time]

We understand the importance of adhering to food safety regulations and are committed to ensuring the highest standards of hygiene and safety during our operations.

Enclosed are the required documents, including our nonprofit status verification, menu details, and any applicable fees. We kindly request your consideration of our application for a food vendor license.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Nonprofit Organization Name]

[Your Contact Information]