

Notice of Information Update

Date: [Insert Date]

To: [Vendor's Name]

Address: [Vendor's Address]

Dear [Vendor's Name],

We are writing to inform you about an update regarding your Roadside Vendor License. In order to maintain compliance with local regulations, it is necessary for us to have the most current information on file.

Please review the following information and provide any necessary updates:

- Vendor Name: [Current Vendor Name]
- Business Address: [Current Business Address]
- Contact Number: [Current Contact Number]
- Type of Goods Sold: [Current Goods Sold]

If there are any changes to your information, please fill out the attached form and return it to us by [Insert Deadline]. Failure to do so may result in your license being suspended.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Department/Office Name]

[Contact Information]