

Inquiry Regarding Market Stall Vendor Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the process for obtaining a vendor permit for a market stall in [specific location or market name]. I am interested in setting up a stall to sell [brief description of the items you wish to sell].

Could you please provide me with the necessary information regarding the application process, requirements, and any associated fees? Additionally, I would appreciate any deadlines I should be aware of for the upcoming market season.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]