

Request for Market Stall Vendor Permit Approval

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request approval for a vendor permit to operate a market stall at [Market/Event Name] on [Event Date(s)]. I am excited about the opportunity to contribute to the local economy and provide [briefly describe what you will sell, e.g., handmade crafts, organic produce, etc.].

I have completed all necessary documentation attached to this letter, including my vendor application form, proof of insurance, and any required health permits. I believe my participation will not only enhance the variety of offerings available to the community but also align with the values of supporting local businesses.

Thank you for considering my request. I am looking forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Sincerely,

[Your Name]