

Inquiry About Book Fair Guidelines

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the guidelines and procedures related to the upcoming book fair scheduled for [insert date]. I am particularly interested in understanding:

- The application process for participation
- Any fees associated with the event
- The types of books and materials that are allowed
- Set-up and tear-down times
- Health and safety protocols

Your assistance in providing this information would be greatly appreciated, as it will help us plan accordingly. Thank you in advance for your cooperation.

Best regards,

[Your Name]

[Your Title/Position, if applicable]

[Your Organization, if applicable]