

Culinary Event Vendor Arrangement

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]

To: [Vendor Name]
[Vendor Position]
[Vendor Company Name]
[Vendor Contact Information]

Subject: Vendor Arrangement for Culinary Event

Dear [Vendor Name],

We are excited to invite you to participate as a vendor in our upcoming culinary event, [Event Name], taking place on [Event Date] at [Event Location]. We believe that your offerings will greatly enhance our guests' experience.

Below are the details of the arrangement:

- **Event Date:** [Insert Date]
- **Event Time:** [Insert Time]
- **Booth Space:** [Insert Size/Details]
- **Vendor Fee:** [Insert Fee]
- **Set-Up Time:** [Insert Time]

Please confirm your participation by [RSVP Deadline]. We are looking forward to working with you to create a memorable experience for all attendees.

Thank you, and we look forward to your positive response.

Best Regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]