

Request for Vendors for Upcoming Church Festival

Date: [Insert Date]

Dear [Vendor Name],

On behalf of [Church Name], we are excited to announce our upcoming Church Festival scheduled for [Date of Festival]. This annual event brings together our community for a day of fun, fellowship, and festivities.

We are reaching out to invite you to participate as a vendor at our festival. We believe your [products/services] would be a great addition to our event, providing our attendees with a unique experience.

Details of the festival are as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Church Address]

We are expecting a large turnout and would love for you to promote your [products/services] to our community. If you are interested, please fill out the attached vendor application form and return it by [Deadline Date]. Spaces are limited, so we encourage you to respond promptly.

If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. We look forward to the possibility of partnering with you for this memorable event!

Sincerely,

[Your Name]
[Your Title]
[Church Name]
[Contact Information]