

Vendor Participation Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are excited to announce that the Annual Church Festival will take place on [Event Date] at [Event Location]. This beloved community event draws a large crowd each year, and we would love for you to participate as a vendor.

The festival provides a wonderful opportunity for local businesses to showcase their products and services. We believe your participation will greatly enhance the experience for our attendees.

If you are interested in being a vendor at this year's festival, please complete the attached application form and return it by [Application Deadline]. Please let us know if you have any questions or require further information.

Thank you for considering this opportunity. We hope to see you at the festival!

Sincerely,

[Your Name]

[Your Title]

[Church Name]

[Contact Information]