

# Letter of Intent to Participate in Seasonal Shopping Event

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my intention to participate in the upcoming Seasonal Shopping Event scheduled for [event date(s)]. Our company, [Your Company Name], is excited to join this event as we believe it will provide a wonderful opportunity to connect with customers and showcase our latest products.

We plan to feature [briefly describe products or services you intend to offer], which we believe align perfectly with the spirit of the event and the interests of attendees.

Please let us know the next steps in the registration process and any additional information we might need to prepare for our participation.

Thank you for considering our participation. We look forward to contributing to a successful event.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]