

Vendor Space Confirmation

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Business Name: [Insert Business Name]

Contact Information: [Insert Contact Information]

Dear [Vendor Name],

We are pleased to confirm your vendor space at the upcoming street market on [Insert Date]. Your assigned location is [Insert Location/Space Number].

Please ensure you arrive by [Insert Time] for setup, and adhere to all market rules and regulations. Attached are the vendor guidelines for your reference.

Thank you for being a part of our community event. We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]