

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in participating in the upcoming street market scheduled for [Date of Event]. I am writing to inquire about the specific guidelines and requirements for participation.

Could you please provide information regarding the application process, fees, vendor requirements, and any regulations that may apply? Additionally, I would appreciate details about the setup times and any support available for vendors during the event.

Thank you for your assistance. I look forward to your prompt response, as I am eager to participate in this vibrant community event.

Best regards,

[Your Name]