

Sample Letter for Display Only Vendors

Company Letterhead

OR

Company Name

Address

City, State, Zip

Telephone Number

Fax Number

Date

**Radium Open Air Market
2500 Redondo Beach Blvd.
Torrance, CA 90504-1529**

To Whom It May Concern:

This letter is to authorize _____ or representatives of _____ to offer _____ to the public regarding _____. There will be no exchange of monies at any time for any reason. We will not sell any goods or service, but will provide _____ information regarding _____.

I, _____, will be held responsible for all activities held within the space we rent at the Radium Open Air Market.

Sincerely,

Signature

**Print Name
President / Director / Manager**

Please Attach Business Card of Representative