

**Sample Letter for Display Only Vendors**

Company Letterhead  
Address  
Telephone Number  
Fax Number

Date

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

To Whom It May Concern:

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

I [REDACTED] will be held responsible for all the activities held within the space we rent at the Roadium Open Air Market.

Sincerely,

**Signature**

**Print Name**

President / Director / Manager

**Please Attach Business Card of Representative**