

College Fair Exhibitor/Vendor Invitation Letter

Please copy/paste the below text into a Word document or an email to personalize it.

<INSERT Month, DD, YYYY>

<INSERT Vendor Name>

<INSERT Vendor Street Address>

<INSERT City, State, ZIP>

Dear <Insert Vendor Contact>,

<INSERT Name of Company> would like to invite you to take part in our upcoming college fair on <INSERT Date> The goals of the event include <INSERT goals>. The participants will be our members and their family <INSERT other>.

As an exhibitor/vendor, we would like your company to <INSERT list of services that would you like them to provide>. We believe this is an invaluable opportunity for you to help engage our community in seeking higher education opportunities.

Please see the attached page for details about the College Fair, along with contact information should you have further questions.

We look forward to your response!

Thank you,

<INSERT Name>

<INSERT Title>

<INSERT Company Name>

<INSERT Phone Number>