

# **MAIL to SELF**

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Inquiry Letter/ Response to Inquiry

Dear \_\_\_\_\_ (Name of the Recipient)

Thank you for showing interest in setting up a stall at our upcoming Christmas and New Year Carnival. This year we will have a 20 days carnival starting from 20 December 20XX to 10 January 20XX. We are accepting bookings for stalls until 30th October 20XX. The per day cost for a stall is XXXX. We will provide one table, two chairs, a banner, and a dustbin. The payment can be made via bank transfer. Organizers have allowed stall holders to set up the stall for food items, home decor, art and craft items and many more.

Thank you once again for expressing your interest. We hope we have answered all your queries and hope you are satisfied. We will be happy to assist you if you have any more questions.

Sincerely,

(Signature)

Sender's Full Name