

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Quotation for Event Planning Services

Thank you for your inquiry regarding our event planning services. We are pleased to provide you with a quotation for your upcoming event on [Event Date].

****Event Details:****

- Type of Event: [e.g., Corporate Event, Wedding, Birthday Party]

- Location: [Venue Name/Address]

- Number of Guests: [Expected Number]

- Event Date & Time: [Date and Time]

****Quotation Breakdown:****

1. ****Venue Rental:**** [Cost]

2. ****Catering Services:**** [Cost]

3. ****Decorations:**** [Cost]

4. ****Audio/Visual Equipment:**** [Cost]

5. ****Event Coordinator:**** [Cost]

6. ****Miscellaneous Expenses:**** [Cost]

****Total Estimated Cost:**** [Total Amount]

This quotation is valid until [Expiration Date]. Please do not hesitate to reach out if you have any questions or if you would like to make any adjustments to the proposal. We look forward to the opportunity to assist you in creating a memorable event.

Thank you for considering [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]