[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[DJ's Name]
[DJ's Business Name]
[DJ's Address]
[City, State, Zip Code]
Dear [DJ's Name],
I am pleased to confirm your booking for [Event Name] on [Event Date] at
[Event Venue]. Details of the event are as follows:
Event Details:
- **Date:** [Event Date]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Event Venue Name and Address]
- **Expected Attendance:** [Number of Guests]
Payment:
- **Total Fee:** [Agreed Amount]
- **Deposit Paid:** [Amount]
- **Balance Due:** [Amount]
- **Payment Method:** [Cash/Bank Transfer/etc.]
Technical Requirements:
- [List any specific equipment or setup requirements]
Please confirm your availability for the above date and feel free to
reach out if you have any questions or need further assistance.
Looking forward to an amazing event together!
Best regards,
[Your Name]
[Your Title/Organization Name]