

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

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

**\*\*Quotation Details:\*\***

- **\*\*Event Date:\*\*** [Event Date]

- **\*\*Event Location:\*\*** [Event Location]

- **\*\*Duration:\*\*** [Number of Hours]

- **\*\*DJ Package:\*\*** [Package Details, e.g., music genre, equipment included]

- **\*\*Total Cost:\*\*** [Total Amount]

**\*\*Additional Services (if applicable):\*\***

- [Additional Service 1 - Cost]

- [Additional Service 2 - Cost]

To secure the booking, a deposit of [Deposit Amount] is required by [Deposit Due Date]. The remaining balance will be due on the day of the event.

If you have any questions or need further information, please do not hesitate to reach out. We look forward to the opportunity to make your event memorable.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]