

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Confirmation of Event Planning Services

We are pleased to confirm your event scheduled for [Event Date] at [Event Venue]. Below are the details of our agreement:

**\*\*Event Details:\*\***

- Event Name: [Event Name]
- Date: [Event Date]
- Time: [Event Start Time] to [Event End Time]
- Venue: [Event Venue]
- Expected Number of Attendees: [Number of Attendees]

**\*\*Services Provided:\*\***

- Event Coordination
- Catering
- Audio/Visual Equipment
- Decorations
- [Any Additional Services]

**\*\*Payment Details:\*\***

- Total Fee: [Total Amount]
- Deposit Received: [Deposit Amount]
- Remaining Balance: [Remaining Amount] due by [Due Date]

Please review the details above and confirm your acceptance by signing below and returning a copy of this letter. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for choosing [Your Company Name]. We look forward to making your event a success!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

**\*\*Acceptance:\*\***

I, [Client's Name], confirm the details outlined above and agree to the terms of service.

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Client Signature

Date: \_\_\_\_\_