

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Title]  
[Client's Company]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

Subject: Proposal for Event Planning Services

I am writing to propose my event planning services for the [Event Name] scheduled for [Event Date]. With [Number] years of experience in the industry, I am confident in my ability to create an unforgettable experience that aligns with your vision.

**\*\*Event Overview\*\***

- **\*\*Date:\*\*** [Proposed Date]
- **\*\*Location:\*\*** [Proposed Venue]
- **\*\*Expected Attendance:\*\*** [Number of Guests]

**\*\*Services Offered\*\***

1. Event Concept and Theme Development
2. Budget Management
3. Venue Coordination
4. Vendor Management (catering, entertainment, decor, etc.)
5. Timeline Creation and Management
6. On-Site Event Coordination

**\*\*Proposed Budget\*\***

- [Detail budget categories and estimated costs]

**\*\*Next Steps\*\***

I would love the opportunity to discuss this proposal in more detail and answer any questions you may have. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting. Thank you for considering my proposal. I look forward to the possibility of working together to create a successful event.

Best Regards,

[Your Name]  
[Your Title]  
[Your Company]