

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Service Request for Event Planning

I hope this message finds you well. I am writing to formally request your services for an upcoming event that we are planning.

Event Details:

- ****Event Type****: [Type of event, e.g., wedding, corporate event, birthday party]
- ****Date****: [Event date]
- ****Time****: [Start and end time of the event]
- ****Location****: [Venue/Location of the event]
- ****Expected Number of Guests****: [Number of attendees]

We are looking for assistance with the following:

- Venue selection
- Catering services
- Decorations and theme planning
- Audio/Visual setup
- Entertainment

Please let us know your availability for a meeting to discuss this further and provide us with a proposal and pricing information at your earliest convenience.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,
[Your Name]