

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

[Recipient Name]  
Xenia Event Planning  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about your event planning services for an upcoming event on [Event Date]. We are looking to host [describe the event, e.g., a corporate gala, wedding, birthday party], and we would love to explore how Xenia Event Planning can assist us in making this occasion memorable.

We have a tentative guest list of [number of guests] and prefer a venue located in [preferred location]. Additionally, we would like to discuss options for catering, decoration, and any entertainment services you may offer.

Please let me know if we can schedule a meeting to discuss our vision for the event and how Xenia can help bring it to life. Thank you for your attention, and I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Title/Role, if applicable]  
[Your Company/Organization, if applicable]