

Wedding Venue Vendor Coordination

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Name],

We are excited to coordinate with you for the upcoming wedding of [Couple's Names] on [Wedding Date] at [Venue Name]. To ensure everything runs smoothly, we would like to confirm the following details:

Event Details

- **Date:** [Wedding Date]
- **Time:** [Start Time] to [End Time]
- **Venue:** [Venue Address]

Vendor Responsibilities

Please confirm your responsibilities regarding:

- Setup Time: [Entry Time for Setup]
- Equipment Needed: [List of Equipment]
- Point of Contact: [Name and Phone Number]

Communication Plan

We will maintain open lines of communication leading up to the event. Feel free to reach out via [Phone Number] or [Email Address] for any questions or clarifications.

Thank you for your cooperation. We look forward to a successful collaboration!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]