

Invitation to Join Our Event Planning Team

Dear [Event Planner's Name],

We are excited to invite you to collaborate with us for an upcoming event, [Event Name], taking place on [Event Date]. Your expertise and creativity in event planning have impressed us, and we believe you would be an invaluable addition to our team.

This project-based role involves:

- Concept development and theme planning
- Coordinating with vendors and suppliers
- Managing event logistics and timeline
- Overseeing on-site event execution

Please let us know your availability for a brief meeting to discuss this opportunity further. We are looking forward to the possibility of working together to create a memorable event.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]