

Freelance Appointment Confirmation

Date: [Insert Date]

Dear [Client's Name],

We are pleased to confirm your appointment for event planning services. Below are the details:

- **Event:** [Event Name]
- **Date of Event:** [Event Date]
- **Location:** [Event Location]
- **Time:** [Event Time]
- **Services Provided:** [List of Services]
- **Total Fee:** [Total Fee]

Should you have any questions or require further assistance, feel free to reach out via email or phone. We look forward to working with you to create a memorable event!

Best regards,

[Your Name]

[Your Business Name]

[Your Phone Number]

[Your Email Address]