

Entertainment Gig Booking Inquiry

Date: [Insert Date]

To: [Entertainment Provider's Name]

[Entertainment Provider's Address]

Dear [Entertainment Provider's Contact Name],

I hope this message finds you well. My name is [Your Name] and I am representing [Your Company Name]. We are planning a corporate event on [Event Date] and are interested in booking entertainment for the occasion.

Event Details:

- **Event Date:** [Insert Date]
- **Event Location:** [Insert Venue/Address]
- **Number of Guests:** [Insert Number]
- **Type of Entertainment Requested:** [e.g., live band, DJ, comedian, etc.]

We would love to know your availability for this date, the different entertainment options you can provide, and your pricing structure. Additionally, if you could share any past performance experiences or references, it would be greatly appreciated.

Looking forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]