

Private Celebration Inquiry

Date: [Insert Date]

To: [Venue/Provider Name]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Venue/Provider Name],

I hope this message finds you well. I am reaching out to inquire about hosting a private celebration at your venue on [insert proposed date]. We are planning a [brief description of the celebration, e.g., birthday party, anniversary, etc.] and would love to know more about your available packages, pricing, and any specific requirements you may have.

Additionally, could you please provide information regarding the following:

- Capacity and layout options
- Catering services and menu choices
- Audio/visual equipment availability
- Decoration options
- Cancellation policy

We hope to create a memorable event and would greatly appreciate your assistance in making it happen. Please let me know a convenient time for you to discuss this further.

Thank you for your time, and I look forward to hearing from you soon.

Best regards,

[Your Name]