

# Wedding Reception Hospitality Service Proposal

Date: \_\_\_\_\_

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

Thank you for considering [Your Company Name] for your upcoming wedding reception. We understand that your wedding day is one of the most important events of your life, and we are committed to providing exceptional hospitality services to ensure your celebration is memorable.

## Proposed Services

- Venue Setup and Decoration
- Catering Services
- On-Site Event Coordination
- Bar Services
- Entertainment Arrangements
- Guest Accommodations

## Package Options

We offer a variety of packages tailored to fit your needs and budget:

1. Basic Package: [Details]
2. Deluxe Package: [Details]
3. Premium Package: [Details]

## Cost Estimate

The estimated cost for our services ranges from [cost range], depending on the package selected and specific requirements.

We would love the opportunity to discuss this proposal further and tailor our offerings to meet your exact needs. Please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you once again for considering [Your Company Name]. We look forward to making your wedding day unforgettable!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]