

Event Planning Contract Conclusion

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

We are pleased to confirm the conclusion of our event planning services for [Event Name] held on [Event Date]. It has been a pleasure working with you to bring your vision to life.

As per our agreement, we have successfully completed all tasks associated with the event, including but not limited to:

- Venue selection
- Catering coordination
- Entertainment arrangements
- Guest management

We hope that you were satisfied with the services provided and the overall execution of the event. If you have any feedback or require further assistance, please do not hesitate to reach out.

Thank you for choosing [Your Company Name] for your event planning needs. We look forward to the opportunity to work with you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]