

Finalization of Event Planner Contract

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that we have finalized the contract for your upcoming event. Below are the key details of our agreement:

- **Event Date:** [Insert Event Date]
- **Event Location:** [Insert Event Location]
- **Total Budget:** [Insert Total Budget]
- **Services Included:** [List Services]

We appreciate your trust in us and are excited to bring your vision to life. Please review the attached contract for all terms and conditions. Should you have any questions or require further clarification, feel free to reach out.

Thank you for choosing [Your Company Name]. We look forward to making your event a success!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]