

Vendor Coordination Confirmation

Dear [Vendor Name],

We are pleased to confirm the logistics details for the upcoming PR event scheduled on [Date] at [Location]. Below are the relevant details for your coordination:

Event Details

- **Event Name:** [Event Name]
- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue Name, Address]

Vendor Responsibilities

- **Setup Time:** [Setup Time]
- **Breakdown Time:** [Breakdown Time]
- **Services Provided:** [List of Services]

Please confirm receipt of this email and let us know if you have any questions or require additional information.

Thank you for your cooperation!

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]