

Request for Event Planning Service Quotes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Event Planning Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Quotes for Event Planning Services

Dear [Event Planning Company Name],

I hope this message finds you well. I am in the process of organizing an event, specifically [type of event, e.g., a wedding, corporate gathering, conference], scheduled for [event date]. I am reaching out to request quotes for your event planning services.

The details of the event are as follows:

- **Event Date:** [Insert Event Date]
- **Location:** [Insert Event Location]
- **Number of Attendees:** [Insert Estimated Number of Guests]
- **Services Required:** [List specific services needed, e.g., venue selection, catering, decoration, entertainment, etc.]

Please provide a detailed quote that outlines your pricing, services, and any packages you may offer. Additionally, if you could include any testimonials or references from previous clients, it would be greatly appreciated.

I would appreciate receiving your quotes by [insert response deadline]. Should you have any questions or require further details, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Best Regards,

[Your Name]