

Inquiry for Event Planning Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Event Planner's Name],

I hope this message finds you well. I am currently in the process of planning an event and am seeking professional event planning services to assist me.

The details of the event are as follows:

- Event Type: [e.g., Wedding, Corporate Event, Birthday Party]
- Date of Event: [Insert Date]
- Expected Number of Guests: [Insert Number]
- Location: [Insert Venue or City]

Could you please provide me with information regarding your services, availability, and pricing? Additionally, I would appreciate any examples of past events you have organized that are similar to my requirements.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]