

# Request for Event Planning Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Event Planning Company Name]

[Contact Person's Name]

[Company Address]

[City, State, Zip Code]

Dear [Contact Person's Name],

I hope this message finds you well. We are in the process of organizing an event [briefly describe the event, e.g., corporate conference, wedding, etc.], scheduled for [insert date]. We are seeking a professional event planning company to assist us with the organization and execution of the event.

We would greatly appreciate it if you could provide us with a detailed proposal outlining your services, experiences, and pricing structure. Specifically, we are interested in the following:

- Event planning and coordination
- Venue selection and management
- Catering services
- Audio/Visual support
- Event marketing and promotion

Please include any previous work samples, client testimonials, and references in your proposal. We are looking to make a decision by [insert decision date], so we kindly ask that you send your proposal by [insert due date].

Thank you for considering our request. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]