

Request for Event Management Services

Date: [Insert Date]

To: [Event Management Company Name]

Address: [Company Address]

Email: [Company Email]

Dear [Event Manager's Name],

I hope this message finds you well. We are in the process of planning an upcoming event and are looking for details regarding your event management services. The event is scheduled for [Insert Date], and we expect approximately [number of participants] attendees.

We would appreciate it if you could provide us with the following information:

- Overview of services offered
- Pricing structure and packages
- Availability on specified date
- Previous event experiences and references
- Additional services (catering, audio-visual, decoration, etc.)

Please let us know if you require any further information from our side to facilitate this request. We look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]