

Event Contract Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify certain aspects of the event contract dated [Insert Contract Date] for [Event Name].

1. **Event Date & Time:** [Clarify any discrepancies]
2. **Venue Details:** [Clarify any discrepancies]
3. **Payment Terms:** [Clarify any discrepancies]
4. **Cancellation Policy:** [Clarify any discrepancies]

Please let me know if you need any further information or if we can schedule a call to discuss these points in detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]