

Event Contract Proposal Acceptance

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Client's Name]
[Client's Position]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to accept your proposal for the upcoming event, [Event Name], scheduled for [Event Date]. We are excited to collaborate with [Client's Company] and look forward to making this event a success.

As per the discussed terms, we agree to the following:

- Event Date: [Event Date]
- Location: [Event Location]
- Budget: [Budget Amount]
- Services Included: [List Services]

Please sign and return a copy of this letter to confirm your acceptance of this proposal. Once received, we will begin the event planning process.

Thank you for the opportunity to work together. We look forward to your confirmation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]

Accepted by: _____
[Client's Name] - [Date]