

Event Service Negotiation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the terms regarding the services for our upcoming event scheduled on [Event Date]. After reviewing your proposal, I would like to negotiate certain aspects to ensure the best possible outcome for both parties.

Specifically, I would like to address:

- Pricing: [Specifics about pricing]
- Services Included: [Details on services offered]
- Timeline: [Any adjustments to the schedule]

I believe that reaching an agreement on these points will benefit our collaboration and lead to a successful event. Please let me know a convenient time for us to discuss this further.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position]