

Entertainment Act Booking Confirmation

Date: [Insert Date]

To: [Artist/Agency Name]

[Artist/Agency Address]

Dear [Artist/Agency Name],

We are pleased to confirm your booking for the entertainment act at our upcoming community gathering scheduled for [Event Date] at [Event Location]. Your performance will be a wonderful addition to our event, helping to create a vibrant atmosphere for all attendees.

Event Details:

- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Location]
- **Audience Size:** Approximately [Expected Attendance]

We would like to confirm the following details:

- **Performance Type:** [Specify Type of Act]
- **Length of Performance:** [Specify Duration]
- **Payment:** [Payment Amount and Terms]

Please let us know if you have any specific requirements or needs that we should prepare for in advance. We look forward to an exciting performance and appreciate your cooperation in making this community gathering a success.

Thank you for being a part of our celebration!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]