

# Entertainment Act Booking Confirmation

**Date:** [Insert Date]

**To:** [Entertainers/Agency Name]

**Address:** [Entertainers/Agency Address]

**Contact:** [Entertainers/Agency Contact Information]

Dear [Entertainers/Agency Name],

We are pleased to confirm the booking of [Entertainment Act Name] for our upcoming corporate event.

## Event Details:

**Event Date:** [Insert Event Date]

**Event Time:** [Insert Event Start and End Time]

**Venue:** [Insert Venue Name and Address]

**Expected Attendance:** [Insert Estimated Number of Attendees]

## Performance Details:

**Type of Performance:** [Describe Type of Performance]

**Duration:** [Specify Duration of Performance]

## Fees and Payment:

**Agreed Fee:** [Insert Agreed Amount]

**Payment Method:** [Indicate Payment Method]

Please confirm your acceptance of this booking by signing and returning a copy of this letter. Should you have any questions, please do not hesitate to reach out.

We look forward to an amazing performance!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_