

Concierge Service Request for Event Planning

Date: [Insert Date]

Concierge Name: [Insert Concierge Name]

Property/Hotel Name: [Insert Property/Hotel Name]

Dear [Concierge Name],

I hope this message finds you well. I am reaching out to request your assistance in planning an upcoming event that I am organizing.

Event Details:

- Event Type: [Insert Event Type]
- Date of Event: [Insert Date]
- Number of Guests: [Insert Number of Guests]
- Venue Preference: [Insert Venue Preference]
- Special Requirements: [Insert Any Special Requirements]

I would appreciate your expertise in the following areas:

- Venue Selection
- Catering Services
- Entertainment Options
- Transportation Arrangements
- Decor and Theme Ideas

Thank you in advance for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]