

Vendor Proposal Request for Event Planning

Date: [Insert Date]

To: [Vendor's Name or Company]

Address: [Vendor's Address]

Dear [Vendor's Name],

We are in the process of planning an upcoming event scheduled for [Event Date]. We are seeking proposals from professional event planning vendors to assist us in creating a remarkable experience for our guests.

Details of the Event:

- Event Type: [e.g., Corporate Gala, Wedding, Conference]
- Date and Time: [Event Date and Time]
- Location: [Event Venue]
- Estimated Number of Guests: [Number]
- Theme/Style: [Event Theme]

We would appreciate it if you could provide a detailed proposal that includes the following:

- Overview of Services Offered
- Pricing Structure
- Availability on Event Date
- Previous Experience and References
- Any Additional Value-Added Services

Please submit your proposal by [Submission Deadline]. We will be reviewing all submissions and reaching out to select vendors for further discussions.

We look forward to your timely response. Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]