

Proposal for Wedding Reception

Date: [Insert Date]

To: [Bride's Name] and [Groom's Name]

From: [Your Hotel Name]

Introduction

Dear [Bride's Name] and [Groom's Name],

Thank you for considering [Your Hotel Name] as the venue for your wedding reception. We are delighted to present you with a proposal tailored to make your special day unforgettable.

Venue Details

Location: [Venue Address]

Capacity: [Number of Guests]

Amenities: [List of Amenities]

Reception Package

- Catering Options: [Details]
- Decor and Setup: [Details]
- Audio/Visual: [Details]
- Cake Options: [Details]
- Special Requests: [Details]

Pricing

Total Cost: [Price]

Deposit Required: [Deposit Amount]

Payment Terms: [Details]

Next Steps

If you're interested in moving forward, please feel free to contact us at [Hotel Contact Information] or schedule a site visit.

Conclusion

We look forward to the opportunity to host your wedding reception and make your dream day a reality.

Warm regards,

[Your Name]

[Your Position]

[Your Hotel Name]

[Contact Information]