

Service Availability Confirmation

Date: [Insert Date]

Dear [Client's Name],

We are pleased to confirm the availability of our services for your upcoming event scheduled on [Event Date].

Below are the details of the services we can provide:

- Event Planning and Coordination
- Venue Selection
- Catering Services
- Audio/Visual Equipment
- Decoration and Set-Up

Please let us know if you would like to proceed with the booking or if you need any further information.

Thank you for considering our services. We look forward to working with you to make your event a success!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]