

Letter of Acknowledgment

Date: [Insert Date]

Dear [Planners Name],

I am writing to formally acknowledge the exceptional planning and coordination you provided for our recent family event held on [Event Date]. Your attention to detail and creativity made the occasion memorable for all of us.

Your hard work was evident in every aspect of the event, from the beautifully arranged decor to the seamless timeline of activities. We appreciate the effort you put into understanding our family's vision and bringing it to life.

Thank you once again for your dedication and professionalism. We look forward to working with you again in the future.

Sincerely,

[Your Name]

[Your Contact Information]