

Contract Budget Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone]

To: [Client's Name]

[Client's Position]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Subject: Confirmation of Event Management Contract Budget

Dear [Client's Name],

We are pleased to confirm our agreement regarding the budget for the upcoming event scheduled on [Event Date]. Following our previous discussions, please find below the breakdown of the agreed-upon budget:

- Venue Rental: \$[Amount]
- Catering: \$[Amount]
- Audio/Visual Equipment: \$[Amount]
- Decoration: \$[Amount]
- Staffing: \$[Amount]
- Marketing Materials: \$[Amount]
- Miscellaneous: \$[Amount]

Total Budget: \$[Total Amount]

We appreciate your trust in our services and are committed to delivering a successful event. Please let us know if you have any further questions or require adjustments to the budget.

Thank you for choosing [Your Company Name]. We look forward to working together!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]