

Wedding Coordinator Services Agreement Approval

Date: [Insert Date]

To: [Couple's Names]

[Couple's Address]

Dear [Couple's Names],

We are pleased to confirm our agreement for wedding coordination services for your upcoming wedding on [Wedding Date]. Below, you will find the terms we have discussed:

Services Provided:

- Initial consultation and planning
- Vendor recommendations and coordination
- Day-of coordination
- [Additional services as required]

Fees:

Total fee for services: \$[Amount]

A deposit of \$[Deposit Amount] is required to secure your date.

Acceptance:

Please sign below to indicate your acceptance of this agreement.

[Couple's Names]

Date: _____

Thank you for choosing [Your Company Name]. We look forward to helping you make your wedding day a memorable occasion!

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]