

Birthday Party Planning Proposal

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Proposal for Birthday Party Planning

Introduction

Thank you for considering us for your upcoming birthday celebration. We are excited to propose a plan that ensures a memorable event.

Event Details

- **Date:** [Proposed Date]
- **Time:** [Proposed Start and End Time]
- **Venue:** [Proposed Location]
- **Number of Guests:** [Estimated Guest Count]

Proposed Services

- Event Theme & Decoration
- Catering Services
- Entertainment (e.g., DJ, games)
- Photography/Videography
- Event Coordination

Budget Estimate

Our estimated budget for the event is [Insert Budget Amount]. This includes all proposed services and a detailed breakdown is available upon request.

Next Steps

If you are interested in proceeding, we would love to schedule a meeting to discuss further details and finalize arrangements.

Contact Information

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for the opportunity to plan this special day. We look forward to making it unforgettable!

Sincerely,

[Your Name]

[Your Position]

[Your Company]