

Event Contract Approval

Subject: Event Planning Contract Approved - [Event Name]

Dear [Event Planner Name],

Following our meeting on [Date] and subsequent proposal review, I am pleased to confirm approval of your event planning services for [Event Name] scheduled for [Event Date].

Your comprehensive proposal addressing venue selection, catering arrangements, entertainment coordination, and logistics management aligns perfectly with our vision for this event. The total approved budget of [Amount] covers all aspects detailed in your proposal.

Please proceed with vendor bookings and venue reservations as discussed. We understand that deposits totaling [Amount] will be required within [Timeframe] to secure preferred vendors and locations.

Our events committee will meet with you weekly leading up to the event, with our first planning session scheduled for [Date]. Please prepare a detailed timeline and vendor contact list for this meeting.

Thank you for your creative approach and attention to detail. We're confident this event will exceed our expectations.

Warm regards,

[Your Name]

[Organization/Company]

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