[Company Name]  
[Address: City, STATE, Zip]  
[Tagline]

Date:

To

[The Client Name]

Dear [Name],

This letter has been written gratefully to inform you that our company [Name of company] is accepting the wedding service agreement that is going to hold on [Mention Date]. We know how to make this big day even more special for our clients. Our company’s goal is to pass the client's satisfaction and the service they truly deserve in the right amount.

We guarantee the customers fresh and organic food wherever it is possible and healthier options. Similarly, the best quality assistance every single time is assured by our company. When it comes to decoration, we make sure we give our customers varieties to choose from.

We offer a mixture of menu alternatives whether you are searching for a buffet, easygoing or formal plated dinners to consummate the listing for your unique day. The rentals rely upon the number of guests invited to the event.

We request our customers to have at least 50% of the payment deposited at the time of booking. Payment terms will only be in cash.

You will be completely obeyed about your decision of picking us and this is ensured!

Sincerely,

[Your Name]  
[Business Name]  
[Address]