Dear Ms. Folake,

I trust you are great and well rested from your journey.

We are super excited to be part of your special day ahead.

As you already know, my name is Ronke, and I will be your contact person on this event. My colleague Julianah (who is in copy) will be working with me in creating an amazing yet personalized event experience for you and your guests.

Sequel to our phone conversations, please find attached to this email a detailed contact report that captures our understanding of your event needs and specifications. Attached alongside is our professional fee which covers the production of the whole event.

Kindly look through carefully to point out any other information you’d like to pass on that I may not have captured.

A detailed concept proposal and timeline document and status document which underlines the details of the event will follow up as we come to agreeable terms.

I will like to get your response soonest so we can proceed with next steps.

Thanks and do have a wonderful evening!

Aderonke Adeneye

Account Manager/Event Producer.