Hello client,  
  
I trust you are doing great. Thank you once again for making us your first choice for your upcoming event. We are excited and trust that we would bring about the absolute best end to the unforgettable journey of joining both you and ........ into one. Our task is to take away as much stress off you to enable you be your own guest at your wedding.  
  
Maureen Izebe will be your wedding manager at this event and will be sending across a countdown calendar to you this week. The countdown calendar will be used to guide us each week in planning till your wedding day. Do review and do let us know any area you may require amendments. She will also be communicating with you on a weekly basis.  
  
You would always have access to me at any time so do feel free to reach out to me at any point in time or to Maureen.  
  
I'll also want us to have a lot of fun while planning the wedding so do feel free to send an email, text etc when you find any inspirational image, or you want to have a chat or anything at all.   
  
You will get a full budget for the wedding within a week. Kindly review and feel free to let me know if we have covered all aspects...  
  
We look forward to meeting you and ...... very soon.  
  
Do have a beautiful day.