

Preliminary service agreement for an event

Dear [Service Provider Name],

This letter confirms our preliminary agreement for you to provide [event services] for [Event Name] scheduled on [Event Date]. This provisional agreement outlines the expected services, payment, and responsibilities, which will be finalized in a formal contract by [date].

We appreciate your commitment and look forward to collaborating to make this event successful.

Please acknowledge your acceptance of this provisional agreement by replying to this email.

Best regards,

[Client Name]

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