

# Initial Vendor Letter

Scrumptious Bakery  
123 Downtown St  
Diamond Valley, NSW  
Australia 2999



Re: JONES Wedding

Dear Candy Baker,

I am writing to confirm the arrangements for the wedding of Bessie Bride and Jack Jones, which is to take place on September 14 2020. As wedding planner for Jack and Bessie, I will be responsible for coordination of your services and will now be the contact person on any matters relating to the wedding cake. My understanding of the arrangements is as follows:

- **Wedding cake will be delivered to:  
The Venue Hotel (in the Queen's Banquet Room)  
987 Uptown St  
Diamond Valley**
- **Cake to be delivered and set up by 3:30pm**
- **Set-up and decoration of cake table as discussed with Jill Smith to include fresh blackberries, pink roses, and candles**

My clients (Bessie Bride and Jack Jones) are responsible for payment to you for all services rendered including deposits and for any penalties or charges for cancellation of your service. I will be sending a follow-up letter to you two weeks before the wedding to ensure everything is in place and on schedule.

Please feel free to contact me when/if the need arises. My contact information is as follows:

Penelope Planner  
Wonderful Weddings  
50 Fifty St  
Grape Town, NSW  
Phone: (02) 9876 9876  
Mobile: 0987 09798  
Email: penwed@penwed.com.au

I look forward to working with your company again and I know Bessie and Jack will be delighted with their cake



[vendor business name]  
[vendor address]  
[city, state]  
[country]

Re: [client's last name]  
Wedding

Dear [vendor name],

I am writing to confirm the arrangements for the wedding of [bride] and [groom], which is to take place on [wedding date]. As wedding planner for [bride and groom], I will be responsible for coordination of your services and will now be the contact person on any matters relating to the [vendor's product/service]. My understanding of the arrangements is as follows:

- **[delivery/pick up location]**
- **[time of delivery/pickup]**
- **[delivery expectations/other]**

My clients [bride and groom] are responsible for payment to you for all services rendered including deposits and for any penalties or charges for cancellation of your service. I will be sending a follow-up letter to you two weeks before the wedding to ensure everything is in place and on schedule.

Please feel free to contact me when/if the need arises. My contact information is as follows:

[your name]  
[your company]  
[address line 1]  
[address line 2]  
Phone: [your number]  
Mobile: [your mobile number]  
Email: [your email]

I look forward to working with your company again and I know [bride and groom] will be delighted with their [vendor product/service]

