Name & Address & contact details of Artist

Date of writing

Name & address of venue and

Manager or Proprietor if

Known, otherwise

Simply addressed to

Venue.

Dear …………….

May I confirm herein that in accordance with our verbal arrangement, made on ............... (date) I/We look forward to our booked performance at …………………………………(venue)

Date of engagement …………………

I/we shall arrive at …………………….. p.m.

in order to be set up to perform the required ……………………………………

between ………………………………… p.m.

As agreed our fee is £ - which I/we shall require to be paid in cash on completion of our performance.

Looking forward to being with you

Yours sincerely,