Dear Sir/Madam

Further to our telephone conversation of *(date),* I wish to confirm the details of our agreement.

You have hired *(name of act)* which consists of *(number of musicians)* to perform for *(length of performance)* at *(name of venue)* on *(date of performance)* beginning at *(start time of performance).*

I also understand we are to arrive by *(arrival time)* and we have also agreed the following additional items: *(any other specific arrangements you agreed such as provision of the PA, stage clothing, refreshments, etc)*.

We have agreed a fee of *(£)* to be paid in full by *(Insert payment terms e.g Cash, Bacs etc)* immediately after the performance / within seven days of the performance / within 30 days of the performance *(complete as appropriate).*

If any of the above is incorrect or does not represent your understanding of our agreement, then please contact me immediately to clarify matters at *(your contact details).*

Thank you for your time and consideration.

I look forward to a successful and enjoyable event.

Yours sincerely