

#1 - **SAMPLE LETTER STYLE CONTRACT:**

This simple letter format can easily be tailored to fit most engagements.

Dear Ms. Smith:

Date:

*It is my pleasure to play harp for your **Memorial Service at The Calvary Armenian Church at #725 Brotherhood Way, San Francisco, CA, 94132 on Saturday, December 6, 2014 from 6:15 PM until 7:15 PM.** I will be playing music appropriate to the event and as we discussed.*

My nonrefundable fee for this service is \$\$\$, which can be given to me in person before the event or when I arrive at the setup time. If for any reason, I must cancel I will find a suitable harpist who can fulfill my contractual obligation.

I plan to arrive about 30 minutes prior to the job to allow for load-in & setup. If there are stairs, I do require at least one able bodied person to assist me in lifting the harp. If there are any additional requirements other than formal black attire, please let me know as soon as possible

Thank you for the opportunity to play at your special event. I look forward toward meeting you.

Sincerely,

(your Signature)

Harpists name

Contact info: phone and email

Website