(On DMC Letterhead)

[DATE]

[Client Name]

[Title]

[Client Company]

[Address]

[City, State, Zip]

Dear [Client Name],

Thank you for selecting [DMC Name] as your Destination Management Company “DMC” for your [program name] to be held [date(s)].  This letter is to confirm that [Client] intends to work exclusively with [DMC Name] as the supplier for all destination services required for this program, included but not limited to themed development, décor, catering, special events, transportation services, tours, activities, and entertainment.

By signature on this Letter of Intent, [Client] authorizes [DMC Name] to proceed and acknowledges responsibility for all commitments made on its behalf by [DMC Name] including any required payments to suppliers and for any cancellation charges in the event the program is cancelled.

[DMC Name] requires an initial non-refundable payment of $[amount] by [date] so we may begin program development on your behalf to secure required vendors and services.  The exact details of our agreement will be worked out in the coming months and a formal Agreement for Services will be presented to you at that time.

On behalf of [DMC Name], we look forward to working with you and your team to ensure that the [program name] is a success.

Sincerely,

[DMC Representative Name]

[Title]

Agreed By [Client Name]

for [Client Company]

Date