# Event Photography Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for photography coverage at the upcoming corporate function, [Event Name], on [Event Date] has been approved.

Please note the following details regarding the photography services:

- **Event Location:** [Event Location]
- **Time:** [Start Time] to [End Time]
- **Photographer:** [Photographer's Name]
- **Photography Type:** [Type of Photography]

We look forward to capturing the memorable moments of [Event Name]. Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]