

# **Inquiry Regarding Attendance at Award Ceremony**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the upcoming award ceremony scheduled for [Date] at [Location]. I am keen to attend this event and would appreciate any information regarding the registration process, attendance fees, and whether there are any specific criteria for participants.

Thank you for your assistance, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]