

Service Inquiry Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding your event planning services. I am eager to discuss how your expertise can help us make our upcoming event a success.

Could you please provide an update on the availability of your services and any additional information that may help us in our decision-making process?

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Company/Organization]
[Your Phone Number]
[Your Email Address]