

# Check-In Regarding Your Event Hosting Offer

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on the event hosting offer I sent over on [date]. We are excited about the possibility of working together to make your upcoming event a success.

Please let me know if you have any questions or require further information to help with your decision. I am looking forward to your feedback and hope to collaborate soon.

Thank you for considering our services!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]