

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the hosting arrangements for the upcoming [Event Name] scheduled for [Event Date].

As we previously discussed, we are looking to finalize details such as venue setup, catering options, and the schedule of activities. Your insights will greatly assist in ensuring a successful event.

Please let me know if there are any updates or if you require additional information from my side. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]