

# **Subject: Second Inquiry Regarding Hosting Event Offer**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding the hosting of our upcoming event on [Event Date]. We are eager to finalize our venue and would appreciate any updates on your offer.

Please let us know if there are any additional details you require from our side or if we can schedule a time to discuss our options further.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]