

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of our previous event hosting discussion that took place on [Date of Discussion].

As we are eager to move forward, it would be greatly appreciated if you could provide any updates or decisions made regarding the event. Your insights would be invaluable in helping us plan accordingly.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]