

Follow-Up on Local Authority Event Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Local Authority Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the status of the [Event Name] scheduled for [Event Date]. As we are keen to participate and contribute to the success of this event, we would appreciate any updates you may have regarding the arrangements or changes.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]