

Event Entry Pass Confirmation Request

Date: [Insert Date]

To: [Event Organizer's Name]

Organization: [Organization Name]

Address: [Organization Address]

Dear [Event Organizer's Name],

I hope this message finds you well. I am writing to formally request confirmation of my entry pass for the upcoming event, [Event Name], scheduled to take place on [Event Date] at [Event Location].

My details are as follows:

- Name: [Your Name]
- Email: [Your Email]
- Phone: [Your Phone Number]
- Registration Number: [Registration Number, if applicable]

I appreciate your assistance in confirming my entry pass at your earliest convenience. If there are any additional details or forms required from my side, please do not hesitate to let me know.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization]

[Your Contact Information]