

Follow-Up on [Event Name]

Dear [Recipient's Name],

We hope this message finds you well! We wanted to extend our gratitude for allowing us to be a part of [Event Name] that took place on [Event Date]. It was a pleasure collaborating with you.

We are excited to share that our team has completed the multimedia production materials related to the event. These include:

- Event highlight video
- Photography gallery
- Audio recordings of key speeches

You can access all the materials through the following link: [Insert Link].

If you have any feedback or additional requests, please do not hesitate to reach out. We would love to hear your thoughts!

Thank you once again for the opportunity to work together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]