

Guest List Verification Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your assistance in verifying the guest list for [Event Name] scheduled on [Event Date]. It is essential for us to ensure that all invited guests are accounted for and that the details are correct.

Please find attached the initial draft of the guest list for your review. We would appreciate it if you could confirm the following:

- Attendee names
- RSVP status
- Any dietary restrictions

We would be grateful to receive your feedback by [Response Deadline] to facilitate our event planning. Thank you for your attention to this matter, and we look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]