

Event Entry Pass Distribution

Dear [Recipient's Name],

We are excited to inform you that you have successfully registered for [Event Name] taking place on [Event Date] at [Event Location].

As a last-minute registrant, we want to ensure you receive your entry pass promptly. Please find the details below:

Entry Pass Details

- **Pass Type:** [Type of Pass]
- **Entry Time:** [Entry Time]
- **Venue:** [Venue Address]

To collect your entry pass:

1. Visit the registration desk at the venue.
2. Bring a valid photo ID.
3. Present this letter for easier verification.

If you have any questions or need further assistance, feel free to contact us at [Contact Information]. We look forward to seeing you at the event!

Best regards,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]