

VIP Early Access Pass Collection Guidelines

Dear [Recipient's Name],

Congratulations on receiving your VIP Early Access Pass! We are excited to welcome you to our exclusive event. Please follow the guidelines below to ensure a smooth collection process:

Collection Location

Your VIP pass can be collected at the following location:

[Venue Name]
[Venue Address]

Collection Dates and Times

The collection window is as follows:

- [Date 1]: [Time]
- [Date 2]: [Time]

Required Identification

Please bring the following identification for verification:

- A valid photo ID (e.g., driver's license, passport)
- Your confirmation email or ticket receipt

Additional Information

If you have any questions or require further assistance, please contact our support team at [Support Email] or call [Support Phone Number].

We look forward to seeing you and hope you enjoy the event!

Best regards,
[Your Name]
[Your Position]
[Your Organization]