

VIP Early Access Pass Pickup Arrangement

Dear [Recipient's Name],

We are thrilled to inform you that your VIP early access pass for [Event Name] is ready for pickup. Below are the details regarding the pickup arrangement:

Pickup Details:

- **Date:** [Pickup Date]
- **Time:** [Pickup Time]
- **Location:** [Pickup Location]
- **Contact Person:** [Contact Name and Phone Number]

Please ensure to bring a valid ID for verification when picking up your pass. If you have any questions, feel free to reach out to us at [Contact Email] or [Contact Phone Number].

We look forward to welcoming you to [Event Name]!

Best regards,

[Your Name]

[Your Position]

[Your Company]