

Inquiry for Corporate Event Invitation

Dear [Event Coordinator's Name],

I hope this message finds you well. I am writing to inquire about the upcoming corporate event scheduled for [Date] at [Location]. We are interested in details regarding the invitation process and any specific requirements for attendance.

Please provide us with the following information:

- The formal invitation format
- RSVP deadlines
- Any associated costs or registration fees
- Dress code and agenda

Thank you for your assistance. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]