

Follow-Up on Gala Dinner Event Planning

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our recent discussion about the upcoming gala dinner scheduled for [Event Date]. I appreciate your insights and would like to confirm the next steps in our planning process.

As we previously discussed, we need to finalize the venue and confirm the guest list by [Deadline]. Additionally, I will be compiling the catering options and would love to hear any suggestions you might have.

If you could provide your availability for a quick meeting this week, that would be great. Your input is invaluable to ensure our event's success.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]