

# Urgent Request for Celebratory Dinner

Dear [Recipient's Name],

I hope this message finds you well. Following the success of our recent event on [Event Date], I would like to propose a celebratory dinner to acknowledge our achievements and express gratitude to everyone involved.

Considering the tight schedule, I kindly request your assistance in organizing this dinner at your earliest convenience. I believe that gathering together will further strengthen our team and create lasting memories.

Proposed date: [Proposed Date]

Suggested venue: [Venue Name]

Estimated number of guests: [Number of Guests]

Please let me know if this is feasible or if we need to discuss alternatives. Thank you for your immediate attention to this matter; I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]