Casual Event Coordination Email

Subject: Event Coordination Confirmation

Hi [Recipient Name],

Just touching base to confirm our plans for the upcoming event on [Date] at [Location]. Everything we discussed earlier â€“ timing, speakers, and materials â€“ is set to go.

Let me know if thereâ€™s anything else you need from my side. Looking forward to a fun and smooth event!

Cheers,

[Your Name]

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