

Early notification before final confirmation

Subject: Preliminary Event Announcement

Dear Colleagues,

This is to inform you of an upcoming event being planned by our team. While full details will follow, we would like to share the preliminary What, Where, and When to help you prepare.

What: [Tentative Title or Theme of Event]

Where: [Planned Location, Subject to Confirmation]

When: [Proposed Date and Time]

Please note that these details are provisional and subject to change. A formal announcement with final information will be shared shortly.

Thank you for your attention and understanding.

Best regards,

[Your Name]

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