To,

[Name of Recipient]

[Recipient’s Designation]

Date:

**Subject: Letter of Inquiry for an Event**

Respected Sir/Madam,

I am [your Name] and I am an employee from [your Department Name]. I am writing this letter is to inquire some details about the upcoming event of our company. The employees need to know some information about the event and I am writing this letter on behalf of them

We were informed that an event regarding [subject of the Event] was going to be held in this month. But we were not updated with other important things like, the venue, dress code, date and time, etc. Because of not having proper information about the event, every employee is assuming different types information about the event which is ultimately leading us to utter confusion.

So, it will be very kind of you if you provide us the right details and information about this event. We will be waiting for your response.

Yours Sincerely,

[Sender Name]

[Sender Contact Details]