

Dining Service Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Dining Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Club/Organization Name] regarding our upcoming gathering scheduled for [Insert Date of Gathering].

We are interested in exploring dining service options for our event, and we would appreciate any information regarding menu selections, pricing, and availability. Additionally, we would like to know if there are any special accommodations that can be provided for our members.

Could you please provide details on the following:

- Menu Options
- Pricing Information
- Capacity Limitations
- Service Styles Available (buffet, plated, etc.)
- Allergy and Dietary Options

We are looking forward to an enjoyable gathering and would appreciate any assistance you can provide in making our arrangements seamless.

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

Sincerely,

[Your Name]

[Your Position in Club/Organization]