

Food and Drink Arrangement Request

Date: [Insert Date]

To: [Catering Manager's Name]

[Catering Company/Club Name]

[Address]

Subject: Request for Food and Drink Arrangement for Club Meeting

Dear [Catering Manager's Name],

I hope this message finds you well. I am writing to request food and drink arrangements for our upcoming club meeting scheduled for [Insert Date and Time] at [Insert Venue]. We expect approximately [Insert Number of Attendees] attendees.

We would like to request the following:

- Appetizers: [Specify types and quantity]
- Main Course: [Specify types and quantity]
- Desserts: [Specify types and quantity]
- Beverages: [Specify types, e.g., soft drinks, water, coffee]

Please let us know if you can accommodate this request along with the estimated costs and any other necessary details.

Thank you for your assistance. We appreciate your support and look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]