

Food Allergy Notification

Date: _____

To: [Catering Service Name]

Address: [Catering Service Address]

Dear [Catering Service Contact Name],

I am writing to inform you about specific food allergies that are relevant to our upcoming event scheduled on [Event Date]. It is crucial that these allergies are taken into account during the preparation and serving of food to ensure the safety of our guests.

Allergy Information:

- **Name of Allergic Individual:** [Individual's Name]
- **Allergen(s):** [List of allergens e.g., Peanuts, Gluten, Dairy]

Please ensure that any food items prepared do not contain the above-mentioned allergens. Additionally, we request that you implement precautions to avoid cross-contamination during food preparation and service.

If you have any questions or need further clarification regarding our food allergy requirements, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter. We appreciate your cooperation in ensuring a safe dining experience for all our guests.

Sincerely,

[Your Name]

[Your Title/Organization]