

# Request for Proposal (RFP)

Date: [Insert Date]

To: [Catering Company Name]

Address: [Catering Company Address]

Contact Person: [Contact Name]

Email: [Contact Email]

Phone: [Contact Phone Number]

## Introduction

We are seeking proposals for catering services for our upcoming event on [Event Date], which will be held at [Event Venue]. We would like to invite your company to submit a proposal for our catering needs.

## Event Details

Event Type: [e.g., Wedding, Corporate Event, Birthday Party]

Estimated Number of Guests: [Number]

Service Style: [e.g., Buffet, Plated, Family Style]

Dietary Restrictions: [e.g., Vegetarian, Vegan, Gluten-Free]

## Proposal Requirements

- Proposed menu options
- Pricing details including deposit and payment terms
- Staffing requirements and costs
- References from past events
- Allergen information and food sourcing details

## Submission Guidelines

Please submit your proposal by [Submission Deadline] via email to [Your Email Address].

## Contact Information

If you have any questions, please contact [Your Name] at [Your Phone Number] or [Your Email Address].

## **Conclusion**

We look forward to receiving your proposal and working together to make our event a success.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]