

# Catering License Application for Corporate Events

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to apply for a catering license to provide food and beverage services for corporate events. Our company, [Your Company Name], specializes in offering high-quality catering services tailored to meet the unique needs of corporate clients.

We plan to host a series of corporate events in the upcoming months, and in order to meet local regulations and ensure the safety and satisfaction of our clients, we are seeking the appropriate licensing.

Please find enclosed the necessary documents including:

- Completed Application Form
- Proof of Insurance
- Health and Safety Certificate
- Menu Samples

We are committed to complying with all local health and safety regulations and maintaining a high standard of quality in our services. If there are any additional requirements or information needed, please do not hesitate to contact me at your earliest convenience.

Thank you for considering our application. We look forward to the opportunity of serving our corporate clients legally and responsibly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]