

# Catering License Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Catering Licensing Authority]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a catering license to operate an event catering business. My business, [Your Business Name], aims to provide high-quality catering services for various events, including weddings, corporate gatherings, and private parties.

The details of my application are as follows:

- **Business Name:** [Your Business Name]
- **Business Address:** [Your Business Address]
- **Type of Events:** [Types of Events you will cater]
- **Proposed Start Date:** [Proposed Start Date]

As part of this application, I have enclosed the required documentation, including:

1. Completed application form
2. Proof of business registration

3. Insurance certificates
4. Menu samples

I understand that obtaining a catering license is essential to ensure compliance with health and safety regulations, and I am fully committed to adhering to all legal requirements.

Please let me know if there are any additional forms or fees required for this application. I look forward to your positive response.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Business Name]