

Application for Catering License

Date: [Insert Date]

[Your Name]

[Your Position]

[Non-Profit Organization Name]

[Non-Profit Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing on behalf of [Non-Profit Organization Name], a registered non-profit organization dedicated to [briefly describe your organization's mission and activities]. We are seeking to apply for a catering license to support our events and activities that directly benefit the community.

Our organization plans to provide meals at our events, including [list types of events, e.g., fundraisers, community outreach programs, etc.]. A catering license will enable us to ensure food safety compliance and better serve our participants.

We have completed the necessary training for food handling and safety as required by local health regulations, and we are committed to maintaining the highest standards in food preparation and service.

Kindly find attached the required documents, including our non-profit registration, proof of food safety training, and our operational plan for catering services.

We appreciate your consideration of our application. Please feel free to contact me directly at [your phone number] or [your email address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Non-Profit Organization Name]