

Catering License Application

Date: [Insert date]

[Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[City or County Health Department]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Health Department Staff"],

I am writing to formally apply for a catering license for my business, [Your Business Name]. We specialize in [brief description of your catering services], and we are looking to expand our operations to serve clients in [specific area or demographic].

Enclosed with this letter are the necessary documents required for the application process, including:

- Completed application form
- Proof of food handling certification
- Business registration documents
- Your menu samples and pricing
- Proof of insurance

We are committed to maintaining the highest standards of food safety and quality. I appreciate your consideration of my application and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Business Name]