

Dietary Restrictions Request for Workplace Events

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Dietary Accommodations

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you of my dietary restrictions that may affect my participation in workplace events, such as team lunches or potlucks.

My dietary restrictions are as follows:

- [List specific dietary restrictions, e.g., vegetarian, gluten-free, nut allergy, etc.]

In order to fully enjoy these events and ensure my health and safety, I kindly request that appropriate food options be provided or that I be informed in advance of the menu.

Thank you for your understanding and support. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]