

Food Allergy Notice

Date: [Insert Date]

To Whom It May Concern,

We would like to inform you about important dietary considerations for our upcoming catered event on [Insert Event Date].

Please be aware that some guests may have food allergies that need to be accommodated. The following allergens should be noted:

- Peanuts
- Tree Nuts
- Dairy
- Gluten
- Soy
- Shellfish

We kindly ask that all food prepared for the event is labeled clearly with all ingredients included. Additionally, we request that any cross-contamination is carefully avoided.

If you have any questions or require further information regarding this matter, please do not hesitate to reach out.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]