

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Community Function]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request kosher meal accommodations for the upcoming [insert event name] on [insert event date]. As a participant respecting dietary laws, it is important for me to have food that adheres to kosher standards.

I would greatly appreciate your assistance in ensuring that kosher meals are provided or that information regarding available options is communicated in advance. If necessary, I am happy to provide more specifics or assist in identifying a suitable caterer.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]