

Vegetarian Meal Preference Request

Date: [Insert Date]

To: [Conference Organizer's Name]

Conference Name: [Insert Conference Name]

Address: [Insert Conference Address]

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to inform you of my meal preference for the upcoming [Conference Name] scheduled on [Insert Dates]. As a vegetarian, I kindly request that vegetarian meal options be provided during the event.

Thank you for your consideration. I look forward to attending and participating in the conference.

Sincerely,

[Your Name]

[Your Contact Information]