

Hospitality Service Proposal for Conference Catering

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to present our proposal for catering services for your upcoming conference scheduled on [Conference Date] at [Venue/Location]. At [Your Company Name], we specialize in providing high-quality hospitality services tailored to meet the needs of our clients.

Proposed Menu

- Breakfast: [List breakfast items]
- Lunch: [List lunch items]
- Snacks: [List snack options]
- Dinner: [List dinner items]
- Beverages: [List beverage options]

Service Details

We propose to provide:

- On-site catering staff
- Setup and breakdown services
- High-quality tableware and utensils
- Dietary accommodation options

Pricing

The total estimated cost for the catering services will be [Insert Total Cost]. A detailed breakdown is attached for your review.

Next Steps

If you have any questions or would like to discuss this proposal further, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We look forward to the opportunity to work together to make your conference a success.

Thank you for considering [Your Company Name] for your catering needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]