

# Inquiry for Catering Services

Date: [Insert Date]

To: [Catering Service Name]

Address: [Catering Service Address]

Dear [Catering Service Contact],

I hope this message finds you well. I am planning a birthday party for [Name] on [Date] and would like to inquire about your catering services.

Here are the details of the event:

- Event Date: [Insert Event Date]
- Number of Guests: [Insert Number]
- Location: [Insert Location]
- Preferred Cuisine: [Insert Cuisine Type]

Please provide information regarding your menus, pricing, availability, and any special services you offer. I look forward to your prompt response so we can make arrangements.

Thank you!

Sincerely,

[Your Name]

[Your Contact Information]