

Catering Service Inquiry for Corporate Event

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Catering Company Name],

I hope this message finds you well. I am writing to inquire about your catering services for an upcoming corporate event we are planning.

Event Details:

- **Event Date:** [Insert Date]
- **Event Time:** [Insert Start and End Time]
- **Location:** [Insert Venue Name and Address]
- **Number of Guests:** [Insert Number]

We would appreciate if you could provide us with information on the following:

- Menu options and pricing
- Availability of staff for serving
- Rental items such as tables, chairs, and linens
- Any dietary restrictions accommodations
- Logistics for setup and cleanup

Thank you for your assistance. I look forward to your prompt response so we can finalize our plans.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]