

Catering Service Inquiry for Family Reunion

To Whom It May Concern,

My name is [Your Name], and I am organizing a family reunion scheduled for [Date] at [Location]. We are expecting approximately [Number of Guests] attendees, and we are interested in your catering services for this event.

Could you please provide us with the following information?

- Menu options available
- Pricing details
- Availability for the specified date
- Any additional services (e.g., setup, cleanup, serving staff)

We would appreciate your response at your earliest convenience so that we can finalize our plans.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Contact Information]