

# Catering Service Inquiry for Graduation Celebration

Date: [Insert Date]

Dear [Catering Service Name],

I hope this message finds you well. I am writing to inquire about your catering services for a graduation celebration I am planning.

Event Details:

- Event Date: [Insert Event Date]
- Location: [Insert Venue/Address]
- Number of Guests: [Insert Number]
- Type of Cuisine: [Insert Cuisine Preference]
- Special Requirements: [Insert Any Special Requests]

Could you please provide me with the following:

1. Menu options and pricing
2. Availability on the event date
3. Service options (buffet, plated, etc.)
4. Deposit and payment terms

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]