

Inquiry for Catering Services

Dear [Catering Company Name],

I hope this message finds you well. I am planning a private dinner on [Date] at [Location] and would like to inquire about your catering services for the event. We expect approximately [Number of Guests] attendees.

Could you please provide me with information regarding:

- Available menu options
- Pricing and packages
- Staffing options if needed
- Setup and delivery services
- Any dietary accommodations

Looking forward to your prompt response so we can discuss this further.

Thank you!

Sincerely,
[Your Name]
[Your Contact Information]