

Catering Service Request

Date: **[Insert Date]**

To: **[Catering Service Name]**

Address: **[Catering Service Address]**

Phone: **[Catering Service Phone Number]**

Subject: Request for Catering Services for Baby Shower

Dear **[Catering Manager's Name]**,

I hope this message finds you well. I am planning a baby shower on **[Insert Date]** at **[Insert Venue/Location]** and I would like to request catering services for the event.

The baby shower is scheduled to start at **[Insert Start Time]** and will have approximately **[Insert Number of Guests]** guests in attendance. We expect a joyous occasion and would appreciate your assistance in providing a delightful catering experience.

Preferred Menu:

- Appetizers: **[Specify any preferred appetizers]**
- Main Courses: **[Specify preferred main courses]**
- Desserts: **[Specify any preferred desserts]**
- Beverages: **[Specify any preferred beverages]**

If possible, kindly provide details on menu options, pricing, and any packages you may offer. Additionally, we would appreciate information on your staff availability for the day of the event and any required deposits.

Thank you for considering our request. I look forward to your prompt response to help make this event memorable.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]