

Catering Service Request for Fundraiser

Date: [Insert Date]

[Your Name]
[Your Organization]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Catering Company Name]
[Catering Company Address]
[City, State, Zip]

Dear [Catering Manager's Name],

I hope this message finds you well. I am writing to request catering services for an upcoming fundraiser event hosted by [Your Organization Name] on [Event Date] at [Event Location]. We expect approximately [number of attendees] attendees.

The details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Venue Address]
- **Type of Service:** [Buffet/Plated/Desserts/Drinks, etc.]

We would appreciate a menu that includes [specific dietary preferences, if any]. Additionally, we would like to know about your available packages and pricing options for this event.

We are excited about this fundraiser and believe your catering service would greatly enhance the experience for our attendees. Please let us know your availability and if you require any further information to provide a quote.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]