

Catering Service Request for Holiday Party

Date: [Insert Date]

To: [Catering Company Name]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Event Details

Event Type: Holiday Party

Date of Event: [Insert Event Date]

Time: [Insert Start Time] to [Insert End Time]

Location: [Insert Venue/Address]

Catering Requirements

Number of Guests: [Insert Estimated Guests]

Menu Preferences: [Insert any specific menu choices or dietary restrictions]

Service Style: [Buffet/Plated/Family Style]

Additional Information

Please let us know about any necessary equipment, setup requirements, or other details that need to be addressed.

Response Request

We would appreciate a response by [Insert Response Date] to confirm availability and discuss further details.

Thank you for your assistance in making our holiday party a success!

Best regards,

[Your Name]

[Your Company/Organization Name]