

# Outdoor Picnic Catering Service Request

Date: [Insert Date]

To: [Catering Company Name]

From: [Your Name]

[Your Address]

[Your City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Catering Company Contact Name],

I hope this message finds you well. I am planning an outdoor picnic on [date of the picnic] and would like to request your catering services for this event. The picnic will be held at [location] and is expected to host approximately [number of guests] guests.

We would like to request the following items:

- Assorted sandwiches
- Fresh fruit platters
- Vegetable trays with dip
- Chips and snacks
- Refreshing beverages
- Desserts (cookies, brownies)

Please include details regarding your menu options, pricing, and any additional services you may offer, such as setup and clean-up.

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

Sincerely,

[Your Name]