

Catering Service Request

Date: [Insert Date]

To: [Catering Company Name]

From: [Your Name]

Address: [Your Address]

Contact Number: [Your Phone Number]

Email: [Your Email]

Event Details

Event Type: Wedding Reception

Date of Event: [Wedding Date]

Time of Event: [Start Time] to [End Time]

Venue: [Venue Name and Address]

Number of Guests: [Expected Number of Guests]

Catering Requirements

Meal Style: [Buffet, Plated, Family Style, etc.]

Menu Preferences: [List any specific cuisine or dishes you prefer]

Special Dietary Needs: [Vegan, Gluten-free, etc.]

Additional Services Requested

- Tableware
- Server Staff
- Setup and Cleanup
- Toast and Beverage Service

Budget

Estimated Budget: [Your Budget Amount]

Next Steps

Please provide a detailed proposal including menu options, pricing, and any additional services available. Reach out to me at your earliest convenience to discuss this request further.

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

Best Regards,

[Your Name]