

# PR Event Logistics Confirmation

Dear [Catering Service Provider's Name],

We are pleased to confirm the logistics for catering services at our upcoming PR event scheduled for [Date] at [Venue]. Below are the details:

## Event Details:

**Event Date:** [Date]

**Event Time:** [Start Time] - [End Time]

**Venue:** [Venue Name and Address]

## Catering Requirements:

**Number of Guests:** [Number of Guests]

**Menu Selection:** [Menu Details]

**Service Style:** [Service Style, e.g., Buffet, Plated, etc.]

**Setup Time:** [Setup Time]

## Logistics:

**Delivery Time:** [Delivery Time]

**Contact Person on Site:** [Contact Name] - [Contact Phone Number]

Should you have any questions or require further adjustments, please do not hesitate to contact us at [Your Contact Information]. We look forward to working together to make this event a success.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]