

Acceptance of Catering Service Conditions

Date: [Insert Date]

To,

[Caterer's Name]

[Caterer's Address]

[City, State, Zip Code]

Dear [Caterer's Name],

We are pleased to inform you that we accept the conditions outlined in your catering proposal dated [Insert Proposal Date] for our event on [Insert Event Date].

We agree to the following terms:

- Menu Selection: [Insert Menu Details]
- Total Estimated Cost: [Insert Cost]
- Deposit Amount: [Insert Deposit]
- Cancellation Policy: [Insert Policy]
- Other Terms: [Insert Any Other Terms]

We look forward to your exceptional service at our event. Please confirm the receipt of this letter and let us know if any further documentation is required.

Thank you,

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]