

# Acknowledgment of Catering Service Contract

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

## **To:**

[Caterer's Name]

[Caterer's Company Name]

[Caterer's Address]

[City, State, Zip Code]

Dear [Caterer's Name],

We are pleased to acknowledge receipt of the catering service contract dated [Insert Date of Contract]. We appreciate your commitment to providing exceptional services for our upcoming event on [Insert Event Date].

The details of our agreement are as follows:

- Event Date: [Insert Event Date]
- Location: [Insert Location]
- Number of Guests: [Insert Number]
- Services Included: [Insert Services]

Please confirm the arrangement and let us know if you require any further information from our side. We look forward to a successful collaboration.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]