

Agreement Confirmation for Catering Services

Date: [Insert Date]

To: [Caterer's Name]

[Caterer's Address]

[City, State, Zip Code]

Dear [Caterer's Name],

We are pleased to confirm our agreement for catering services for the event scheduled on [Event Date] at [Event Location].

Details of the agreement are as follows:

- **Event Type:** [Type of Event]
- **Number of Guests:** [Number]
- **Catering Menu:** [Menu Details]
- **Total Cost:** [Cost Amount]
- **Deposit Required:** [Deposit Amount]
- **Final Payment Due:** [Payment Due Date]

We look forward to your excellent service and a successful event. Please sign and return a copy of this letter to confirm your acceptance of this agreement.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Organization]

[Your Contact Information]

Accepted by:

[Caterer's Name]

[Signature] _____ Date: [Date]