

Approval Letter

Date: [Insert Date]

To: [Catering Service Provider's Name]
[Catering Service Provider's Address]
[City, State, Zip Code]

Dear [Catering Service Provider's Name],

We are pleased to inform you that your proposal for catering services for our upcoming event on [Event Date] has been approved. We appreciate your prompt responses and the detailed planning you provided.

The event will take place at [Event Location], and we are expecting approximately [Number of Guests] attendees. Please ensure that the final menu and setup details are confirmed by [Confirmation Date].

Thank you for your cooperation and we look forward to working together to make this event a success.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]