

Catering Service Agreement Confirmation

Dear [Client's Name],

We are pleased to confirm your catering service agreement with [Catering Company Name] for your upcoming event on [Event Date]. Below are the details of our agreement:

Event Details

- **Event Type:** [Type of Event]
- **Event Location:** [Event Location]
- **Number of Guests:** [Number of Guests]
- **Service Time:** [Start Time] to [End Time]

Catering Menu

- [Menu Item 1]
- [Menu Item 2]
- [Menu Item 3]
- [Additional Menu Items]

Pricing and Payment Details

Total Cost: [Total Cost]

Deposit Due: [Deposit Amount] by [Deposit Due Date]

Contact Information

If you have any questions or require further assistance, please do not hesitate to contact us at [Catering Company Phone Number] or [Catering Company Email Address].

Thank you for choosing [Catering Company Name]. We look forward to serving you and making your event a memorable one!

Sincerely,

[Your Name]

[Your Position]

[Catering Company Name]

[Catering Company Phone Number]

[Catering Company Email Address]