

Consensus on Catering Service Details

Date: [Insert Date]

To: [Catering Service Provider's Name]

From: [Your Organization's Name]

Dear [Catering Service Provider's Name],

We are pleased to confirm our consensus regarding the details of the catering service for [Event Name] scheduled on [Event Date]. Below are the agreed-upon details:

Catering Service Details

- **Event Date:** [Insert Date]
- **Location:** [Insert Location]
- **Number of Guests:** [Insert Number]
- **Menu Selection:** [Insert Menu Items]
- **Service Style:** [Insert Service Style]
- **Setup Time:** [Insert Setup Time]
- **Contact Person:** [Insert Contact Name and Phone Number]

Please confirm your acceptance of these details by signing below. We are looking forward to a successful event.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Contact Information]

Agreed and Accepted:

[Catering Service Provider's Name]

Signature & Date