

Finalization of Catering Service Terms

Date: [Insert Date]

To: [Caterer's Name]

[Caterer's Company Name]

[Caterer's Address]

[City, State, Zip Code]

Dear [Caterer's Name],

We are pleased to confirm our agreement regarding the catering services for [Event/Occasion Name] scheduled on [Date of Event]. We would like to finalize the following details as discussed:

- **Event Date:** [Insert Date]
- **Location:** [Insert Venue Address]
- **Number of Guests:** [Insert Estimated Number of Guests]
- **Catering Menu:** [Insert Details of Menu]
- **Service Style:** [Buffet/Plated/Family Style]
- **Total Cost:** [Insert Total Amount]
- **Deposit Amount:** [Insert Deposit Required]
- **Payment Terms:** [Insert Payment Schedule]

Please review the details above and confirm your acceptance by signing below. We look forward to a successful event together!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Caterer's Name]

[Date]