

Notification of Catering Service Understanding

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our understanding regarding the catering services for [Event Name] on [Event Date]. This letter serves as an official notification of the details we have agreed upon:

- **Services Provided:** [List services, e.g., appetizers, main courses, desserts]
- **Date and Time:** [Insert date and time]
- **Location:** [Insert venue or address]
- **Number of Guests:** [Insert number]
- **Cost:** [Insert cost details]

We appreciate your partnership in making this event a success. Should you have any questions or need further clarification, please feel free to contact us at [Your Contact Information].

Thank you for your attention, and we look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]