

Wedding Ceremony Catering Approval

Date: [Insert Date]

To: [Catering Company Name]

Address: [Catering Company Address]

Dear [Catering Manager's Name],

We are pleased to inform you that your catering services have been approved for our wedding ceremony scheduled on [Wedding Date] at [Venue Name]. We appreciate your proposal and are excited to work with you to make our special day memorable.

Please confirm the following details:

- Menu Selection: [Details of the Menu]
- Number of Guests: [Total Number]
- Service Style: [Buffet/Plated/Family Style]
- Start Time: [Service Start Time]
- End Time: [Service End Time]

We also request that you provide a final contract and any necessary documentation by [Deadline Date]. Should you have any questions or require further information, please feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter. We look forward to a wonderful celebration with your exceptional cuisine.

Sincerely,

[Your Name]

[Your Partner's Name]

[Your Contact Information]