

Memorial Service Catering and Refreshment Plans

Date: [Insert Date]

Location: [Insert Location]

Dear [Recipient's Name],

In honor of [Name of Honoree], we are planning a memorial service to celebrate their life. To ensure that the attendees have a comforting experience, we have arranged for catering and refreshments as follows:

Catering Details

- Type of Cuisine: [Insert Cuisine Type]
- Main Dishes: [List of Dishes]
- Side Dishes: [List of Side Dishes]
- Desserts: [List of Desserts]
- Beverages: [List of Beverages]

Service Arrangements

- Type of Service: [Buffet/Seated/etc.]
- Number of Guests: [Approximate Number]
- Serving Time: [Insert Time]
- Setup Time: [Insert Time]

Additional Notes

If you have any special dietary requirements or preferences, please let us know by [RSVP Date].

Thank you for your support during this time.

Sincerely,

[Your Name]

[Your Contact Information]