

Confirmation of Catering Services

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

We are pleased to confirm the catering services for the upcoming conference scheduled on [Conference Date]. Below are the details of the arrangement:

Catering Details

- **Event Type:** Conference
- **Date:** [Insert Date]
- **Number of Guests:** [Insert Number]
- **Menu Options:** [Insert Menu Details]
- **Service Style:** [Insert Service Style]
- **Setup Time:** [Insert Setup Time]
- **Duration:** [Insert Duration]

Special Requests

[Insert any specific requests such as dietary restrictions, equipment needed, etc.]

Contact Information

If you have any questions, please feel free to contact us at:

Email: [Insert Email]

Phone: [Insert Phone Number]

Thank you for choosing [Your Catering Company Name]. We look forward to making your event a success!

Sincerely,

[Your Name]

[Your Position]

[Your Catering Company Name]

[Your Company Address]