

Follow-Up on Catering Availability

Dear [Caterer's Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding catering availability for our upcoming event on [Event Date].

We are excited about the possibility of working with you and would greatly appreciate it if you could provide us with information regarding your availability, menu options, and pricing.

Thank you for your assistance, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]