

Follow-Up: Catering Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent conversation regarding the catering services for [Event Name] scheduled for [Event Date].

As per our discussion, I wanted to confirm the details and ensure everything is in place for a successful event. If you could provide an update on the status of our catering arrangement, it would be greatly appreciated.

Please let me know if you need any further information or if there are any changes to the plan.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]