

Follow-Up on Catering Details

Dear [Catering Manager's Name],

I hope this message finds you well. I am writing to follow up regarding our catering booking for [Event Name] on [Event Date].

Could you please confirm the menu options we discussed, as well as the number of guests and any special dietary requirements? Additionally, I would appreciate it if you could provide an update on the logistics and any other details we need to finalize.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]