

Follow-Up on Catering Arrangements

Dear [Caterer's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the catering arrangements for our upcoming event on [Event Date].

As we discussed, we are interested in the following details:

- Menu options
- Estimated number of guests
- Setup and service details
- Quote and payment terms

Please let me know if you require any further information from my side to finalize the arrangements. I look forward to hearing back from you soon.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]