

Follow-Up on Catering Request

Dear [Catering Manager's Name],

I hope this message finds you well. I am writing to follow up on the catering request I submitted on [date of request] for our upcoming event on [event date].

We are eager to finalize the details and would appreciate any updates you may have regarding our proposal. Please let me know if you require any additional information from my side to assist in the decision-making process.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]