

Follow-up on Catering Services Inquiry

Dear [Catering Service Name],

I hope this message finds you well. I am writing to follow up on our previous discussion regarding catering services for our upcoming event on [Event Date]. We are keen to finalize our arrangements and would appreciate any updates you may have.

Could you please provide information on the menu options and pricing structures at your earliest convenience? Additionally, if you could confirm your availability for our event, that would be greatly helpful.

Thank you for your assistance. I look forward to your prompt response.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]