

Event Hospitality Arrangements

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to confirm the arrangements for your private dinner event on [Event Date]. Below are the details:

Event Details

- **Event Date:** [Event Date]
- **Start Time:** [Start Time]
- **Location:** [Venue Name/Address]
- **Number of Guests:** [Number of Guests]

Menu Selection

The following food and beverage options have been selected:

- **Appetizers:** [List of Appetizers]
- **Main Courses:** [List of Main Courses]
- **Desserts:** [List of Desserts]
- **Beverages:** [List of Beverages]

Special Arrangements

We will accommodate the following special requests:

- [Dietary Requirements]
- [Accessibility Needs]
- [Any Other Requests]

Contact Information

If you have any questions or need further assistance, please do not hesitate to reach out:

[Your Name]

[Your Position]

[Your Phone Number]

[Your Email Address]

We look forward to hosting your dinner and ensuring a delightful experience for you and your guests.

Warm regards,

[Your Name]

[Your Company Name]