

Conference Meal Allergy Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As we prepare for the upcoming [Conference Name] on [Conference Dates], we want to ensure that all dietary needs are accommodated.

Please let us know if you have any food allergies or dietary restrictions that we should be aware of. We strive to provide a safe and enjoyable dining experience for all our attendees.

Kindly respond by [RSVP Date] with details of your allergies or dietary preferences. This information will be crucial for our catering services to adequately prepare meals that meet your needs.

Thank you for your cooperation, and we look forward to seeing you at the conference!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]