

# Dietary Needs Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you about my dietary needs for the upcoming conference, [Insert Conference Name], scheduled for [Insert Dates].

Due to [insert dietary restrictions, e.g., allergies, religious beliefs, medical conditions], I require the following dietary accommodations:

- [List specific dietary restrictions or preferences, e.g., vegetarian, gluten-free, no nuts]
- [Additional dietary requests, if any]

I appreciate your attention to this matter and look forward to a successful conference.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]