

# Vegetarian/Vegan Meal Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Vegetarian/Vegan Meal Request for Symposium

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a vegetarian/vegan meal option for the upcoming symposium scheduled for [Insert Date]. As [insert any relevant personal or dietary information, if applicable], I appreciate your attention to accommodating dietary preferences.

Having a vegetarian/vegan meal available will greatly enhance my experience and enable me to fully participate in the event. If possible, please confirm receipt of this request and let me know if further information is needed.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]