

Conference Lunch Break Catering Information

Dear [Recipient's Name],

We are pleased to provide you with the catering details for the upcoming conference scheduled on [Date]. Please find the information below:

Lunch Break Details

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Room Name]

Catering Menu

Below is a selection of menu items that will be available:

- Sandwich Platter (Vegetarian, Turkey, Ham)
- Seasonal Salad Bar
- Hot Soup of the Day
- Fresh Fruit Tray
- Assorted Beverages (Water, Coffee, Tea)

Dietary Restrictions

Please inform us of any dietary restrictions or allergies at least [Number of Days] days prior to the event, so we can accommodate everyone's needs.

Contact Information

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Number] or [Email Address].

We look forward to providing a delightful dining experience during the conference.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]