

# Lunch Arrangement Confirmation

Dear [Recipient's Name],

We are pleased to inform you that lunch arrangements have been made for the upcoming conference on [Date]. The details are as follows:

## Lunch Details

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Restaurant Name, Address]
- **Menu Options:** [Brief Description of Menu Items]

Please confirm your attendance by [RSVP Deadline] so we can finalize the numbers.

We look forward to sharing a meal with you during the conference!

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]