

Midday Meal Notification

Dear Conference Attendee,

We are pleased to inform you that a complimentary midday meal will be provided during the conference on **[Date]**.

Details of the meal are as follows:

- **Time:** [Time]
- **Location:** [Venue/Room]
- **Menu:** [Brief Description of the Meal]

Please inform us of any dietary restrictions by **[Date]** to ensure we accommodate your needs.

We look forward to seeing you at the conference!

Best regards,

[Your Name]

[Your Position]

[Organization]