

# Dietary Needs Confirmation

Dear [Delegate's Name],

We are pleased to confirm your participation in the [Event Name] scheduled for [Event Date] at [Event Location]. In order to ensure your comfort and satisfaction during the event, we would like to acknowledge your dietary requirements as follows:

- Allergies: [List any allergies]
- Dietary Preferences: [List dietary preferences such as vegetarian, vegan, gluten-free, etc.]
- Any other specific requests: [List any other dietary specifications]

We will make every effort to accommodate your needs and provide you with a satisfactory dining experience. If you have any additional requests or changes to your dietary information, please do not hesitate to contact us by [Contact Date].

Thank you for your attention. We look forward to welcoming you to [Event Name].

Best regards,  
[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]