

Dietary Accommodations Verification

Date: _____

To Whom It May Concern,

This letter serves to confirm and verify the dietary accommodations for our esteemed guests attending the upcoming conference scheduled on [Date] at [Location].

Guest Name: _____

Contact Information: _____

Dietary Needs:

- [Specify dietary restrictions, e.g., vegetarian, gluten-free, etc.]
- [List any allergies, e.g., nuts, dairy, etc.]
- [Additional requirements, if any]

We appreciate your attention to these dietary needs to ensure a comfortable experience for our guests. Please feel free to reach out for any further clarifications or additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]